Performance Evaluation System (PES)

Topics of Discussion

- PES Objectives
- Organization and Mission
- Automated Performance Evaluation System (A-PES)
- General Rules
- Responsibilities
- Compliance Issues
- Selection Board Information
- Points of Contact

References

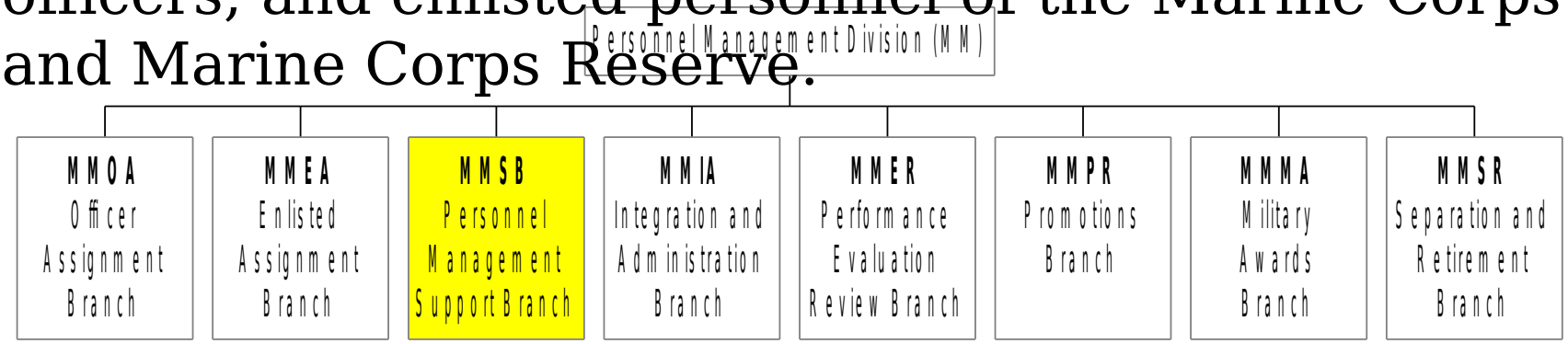
- U. S. Navy Regulations 1990, Article 1129 and 1122
- Marine Corps Manual
- **Performance Evaluation System (PES) Manual (MCO P1610.7E)**
- Performance Evaluation Appeals (MCO 1610.11C)
- Marine Corps Physical Fitness Test/Body Composition Program (MCPFTBCP)(MCO P6100.12)

PES Objectives

- Ensure accurate, honest, and consistent reporting.
- Prevent inflation.
- Ensure timely receipt of reports.
- Ensure accuracy of official records.
- Provide info for selection boards.

Personnel Management Division (MM) Organization

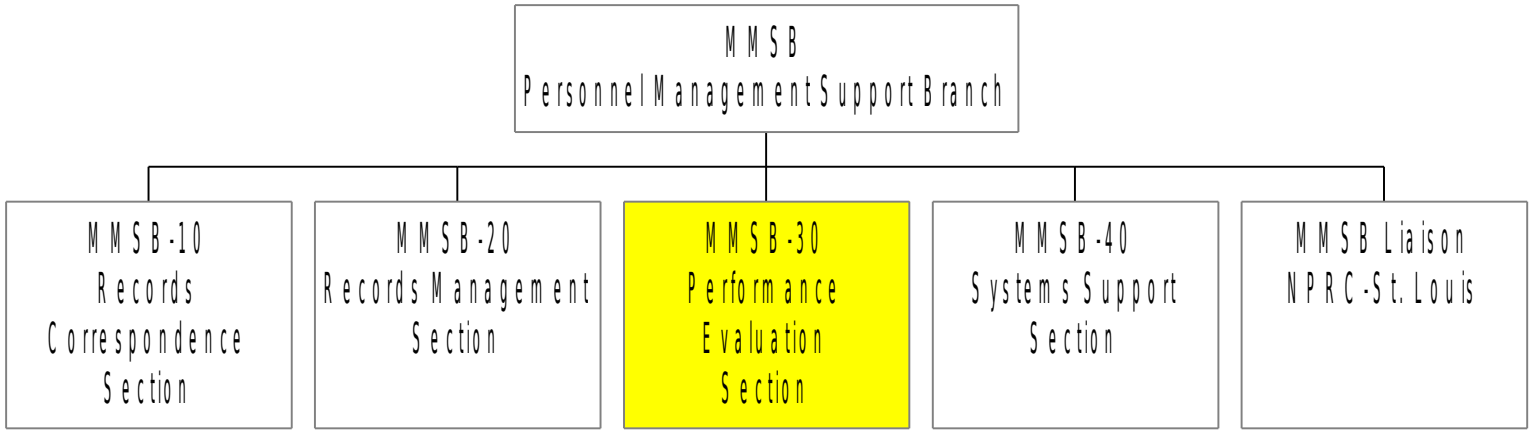
Manpower Management, under the direction of the Director, Personnel Management Division, is responsible for the administration, retention, distribution, appointment, evaluation, awarding, promotion, retirement, discharge, separation, and service records of commissioned officers, warrant officers, and enlisted personnel of the Marine Corps and Marine Corps Reserve.



MMSB Mission

The Personnel Management Support Branch (MMSB) directs and controls the functions necessary to create, maintain, and archive official military personnel files (OMPFs) and directs and controls the functions and operation of the performance evaluation system (PES). In addition, our mission includes unit diary research activities and worldwide locator services for the Marine Corps.

MMSB Organizational Structure



Discharge Certificate
Archives
DD 214's
OMPF/MBS
RS/RO Profiles

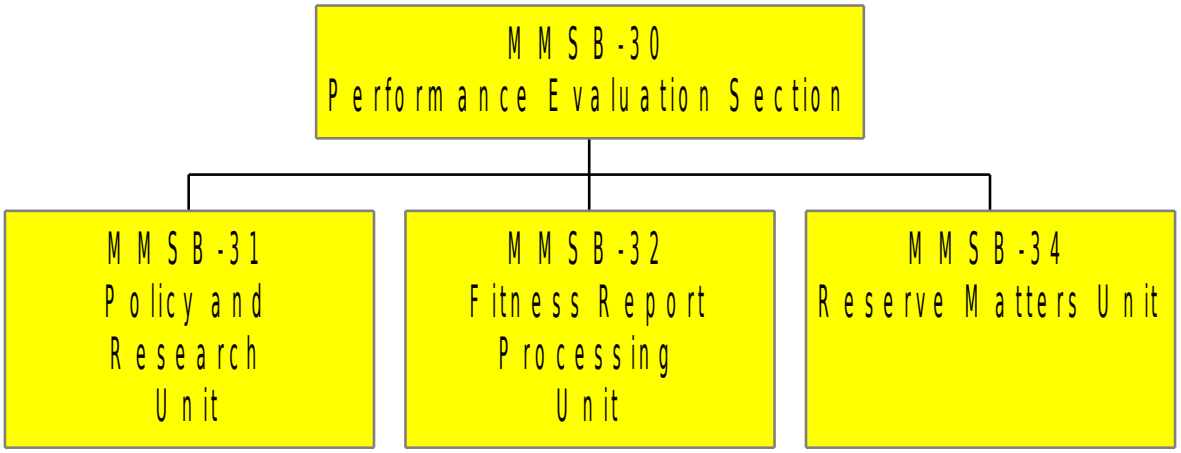
OMPF Inputs

Fitness Reports

Master Brief Sheets

Computer Support

MMSB-30 Organization



Compliance
Corrections
Education

Receipt
Audit
Corrections

Compliance
Corrections
Education

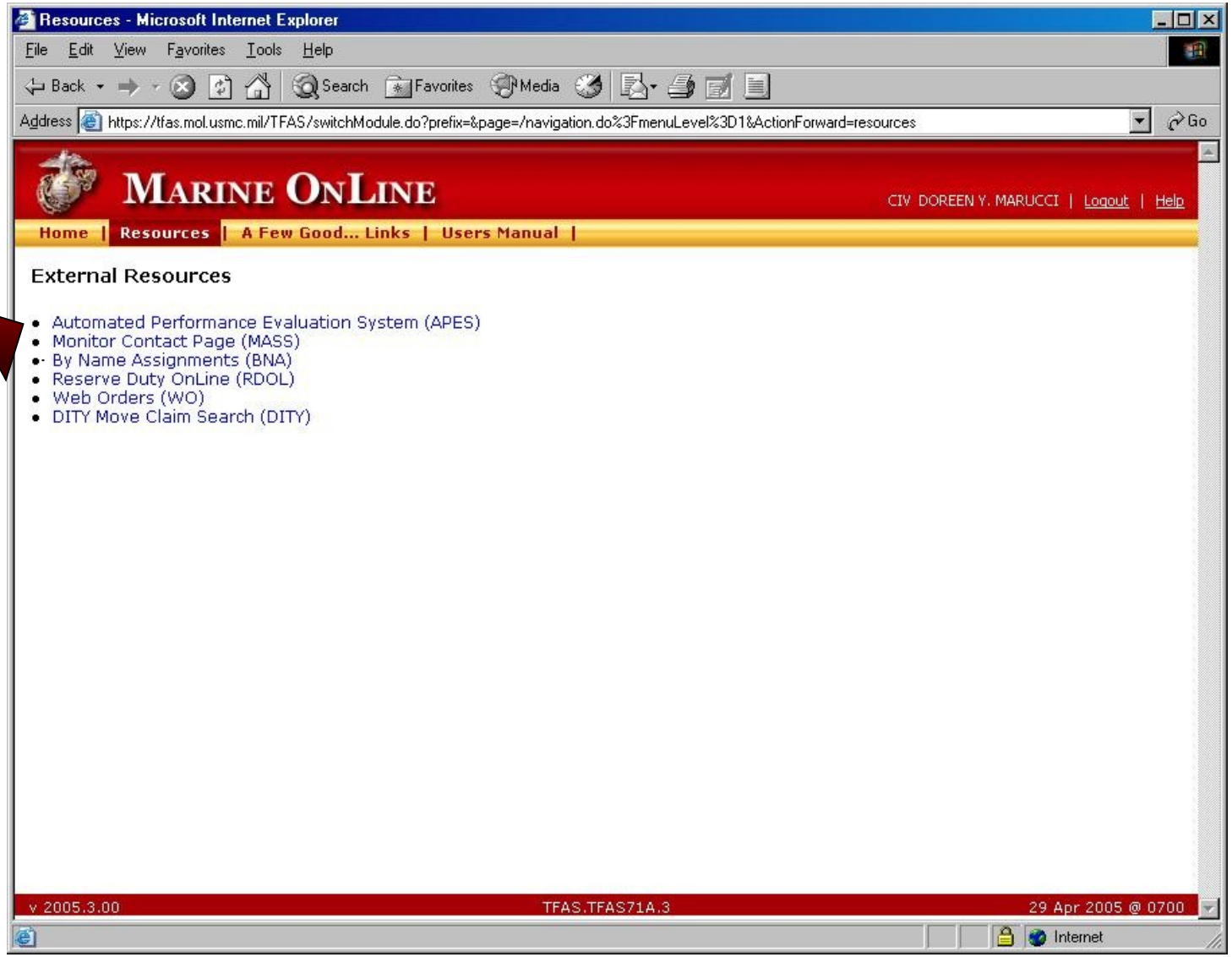
A-PES

- Web-based assessable via Marine On Line (MOL)
  - 70% of total force (95% of active units)
  - Non-Marines can obtain MOL accounts
  - A-PES FOC estimated during 2005

A-PES Features

- MCTFS Interface - Section A pre-populated
- Improves administrative accuracy
  - 97% of A-PES reports are accurate
  - 50% of WinFE reports are accurate
- Worksheets retained for 18 months
- Reports retained for 90 days after completion
- Command Reviewer, Trusted Assistant, and Batch Processing Functionality

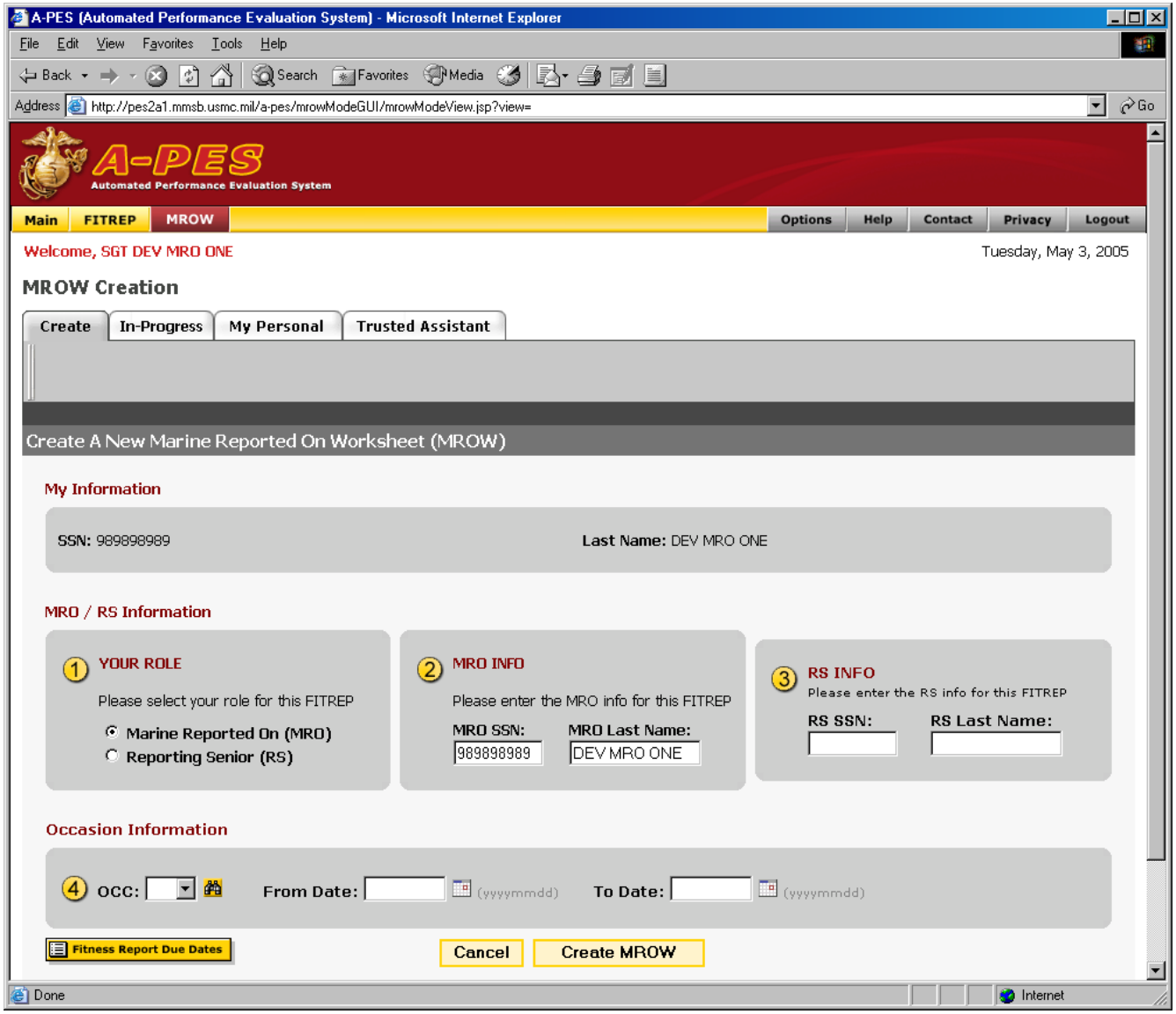
A-PES Access


Resources - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://tfas.mol.usmc.mil/TFAS/switchModule.do?prefix=&page=/navigation.do%3FmenuLevel%3D1&ActionForward=resources
Go
MARINE ONLINE
CIV DOREEN Y. MARUCCI | Logout | Help
Home | Resources | A Few Good... Links | Users Manual |
External Resources
Automated Performance Evaluation System (APES)
Monitor Contact Page (MASS)
By Name Assignments (BNA)
Reserve Duty OnLine (RDOL)
Web Orders (WO)
DITY Move Claim Search (DITY)
v 2005.3.00
TFAS.TFAS71A.3
29 Apr 2005 @ 0700
Internet

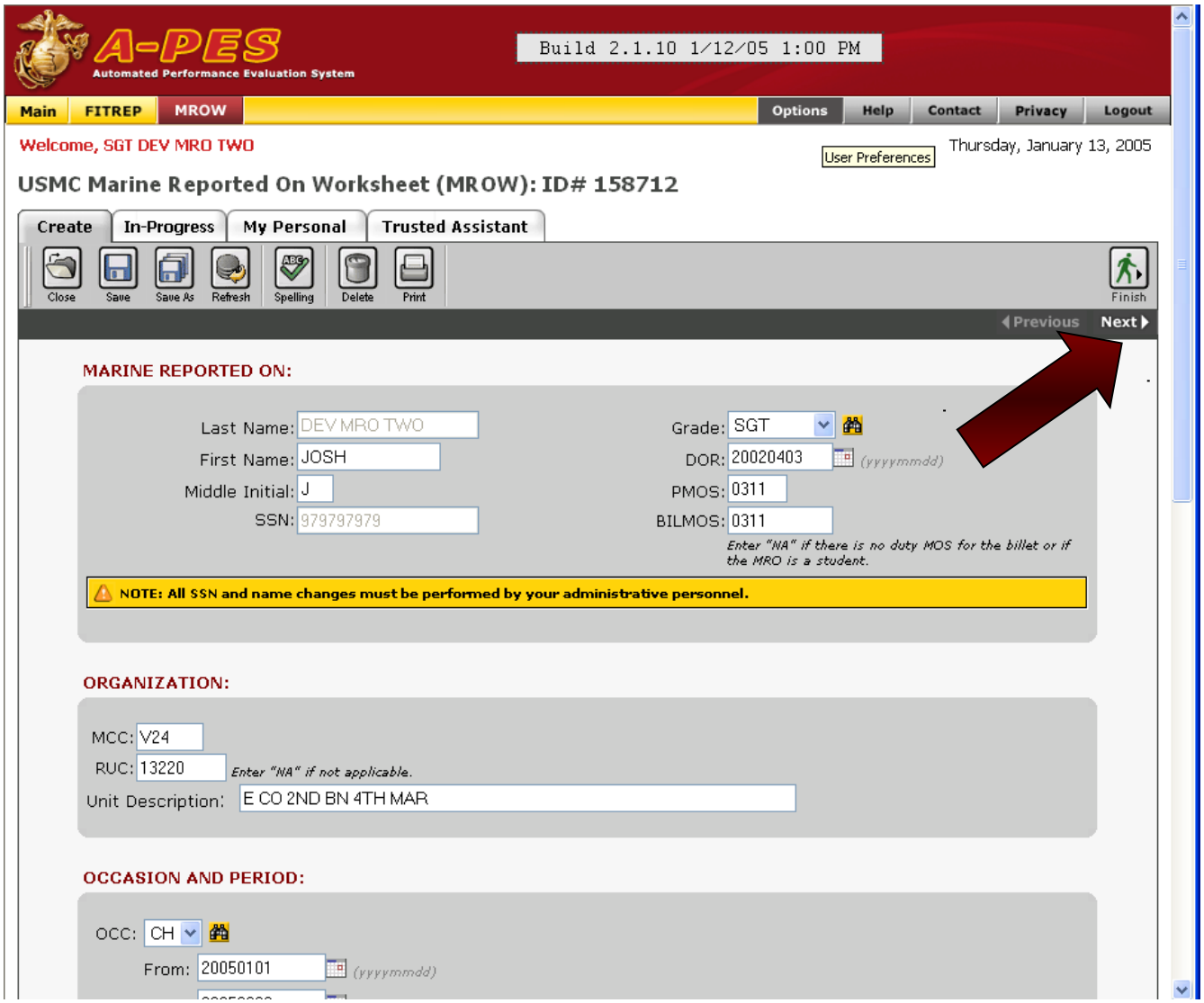
A-PES Welcome Page

A-PES (Automated Performance Evaluation System) - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://144.251.52.11/a-pes/
Go
A-PES
Automated Performance Evaluation System
Main
FITREP
MROW
Options
Help
Contact
Privacy
Logout
Friday, April 29, 2005
2.1 VERSION ANNOUNCEMENT A-PES Version 2.1 was fielded on 20 Mar 2005. Users now have the capability to prepare and process adverse reports via A-PES. Because of the version upgrade, adverse reports created before 20 Mar 2005 cannot be processed through A-PES.
Welcome To A-PES, MARUCCI
The Automated Performance Evaluation System (A-PES) recognizes and enables the Marine Corps' vision of a seamless electronic means of creating and submitting Fitness Reports (FITREPS) through the appropriate chain of command and on to Headquarters Marine Corps (HQMC) where, through an interface with the Personnel Management Support Branch's (MMSB) current Back Office System, the reports will be placed onto a Marine's Official Military Personnel File (OMPF) and available to any promotion or school board that may require the information.
A-PES provides an accurate, synchronized, and timely system for FITREP information in support of the Marine Corps performance evaluation process.
To Begin Using A-PES:
Choose either the FITREP or the Marine Reported On Worksheet (MROW) button above.
This is a DoD sponsored website. All DoD computer systems are subject to continuous monitoring in accordance with the Privacy Act Statement: AUTHORITY: 5 USC 301 and 10 USC 5031. Please click on the Privacy button above to read more.
Important Links
United States Marine Corps
Marine Online Website
MMSB Website
Fitness Report Due Dates
PES Order (MCO P1610.7E)
PFT BCP Order (MCO P6100.12)
Frequently Asked Questions (F.A.Q.s)
A-PES Contact Information
MMSB
Commandant of the Marine Corps
Headquarters U.S. Marine Corps (MMSB-30)
2008 Elliot Road
Quantico, VA 22134-5030
Contact MMSB-30
Contact MMSB Webmaster
Done
Internet

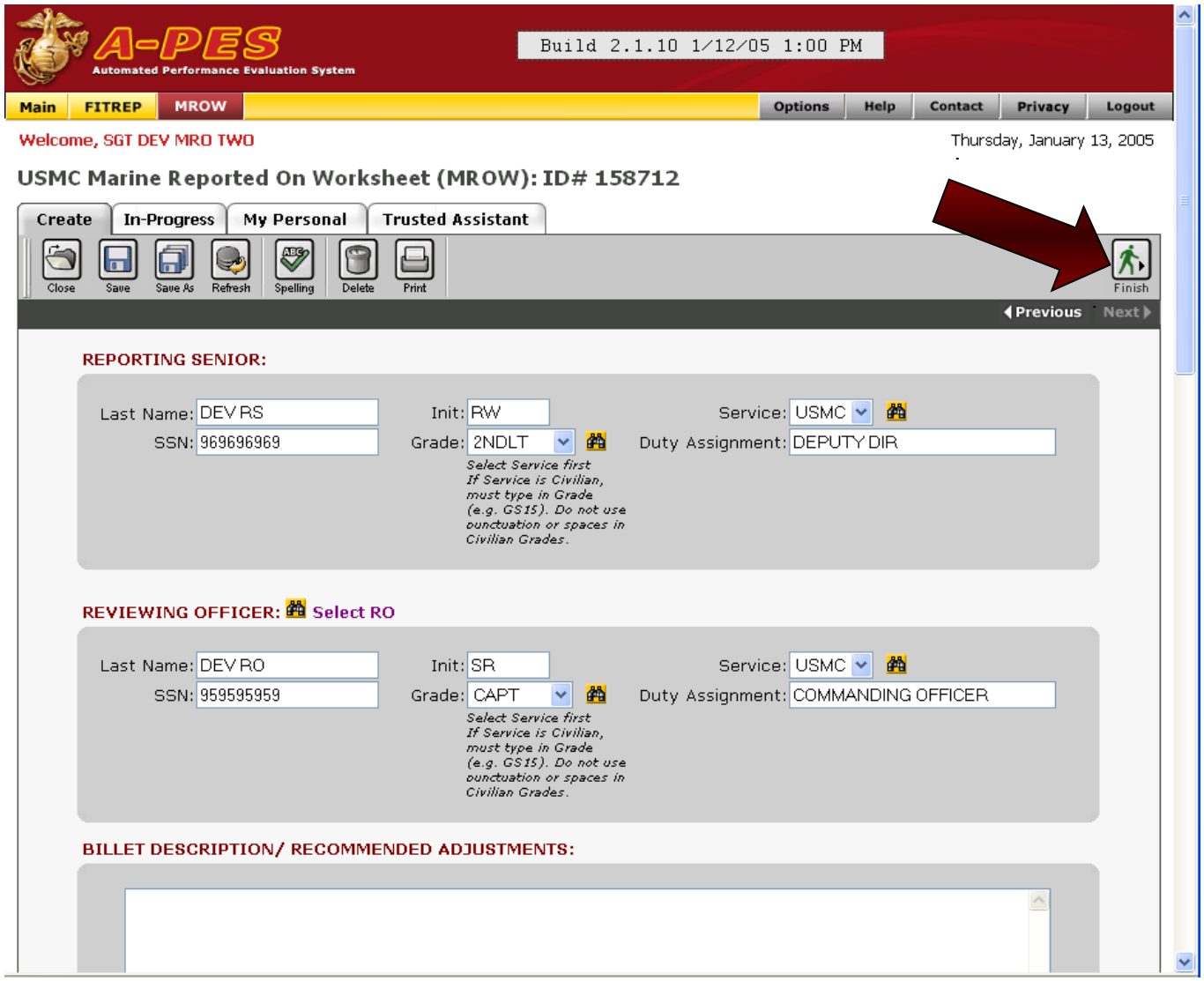
MRO – MROW Creation Page



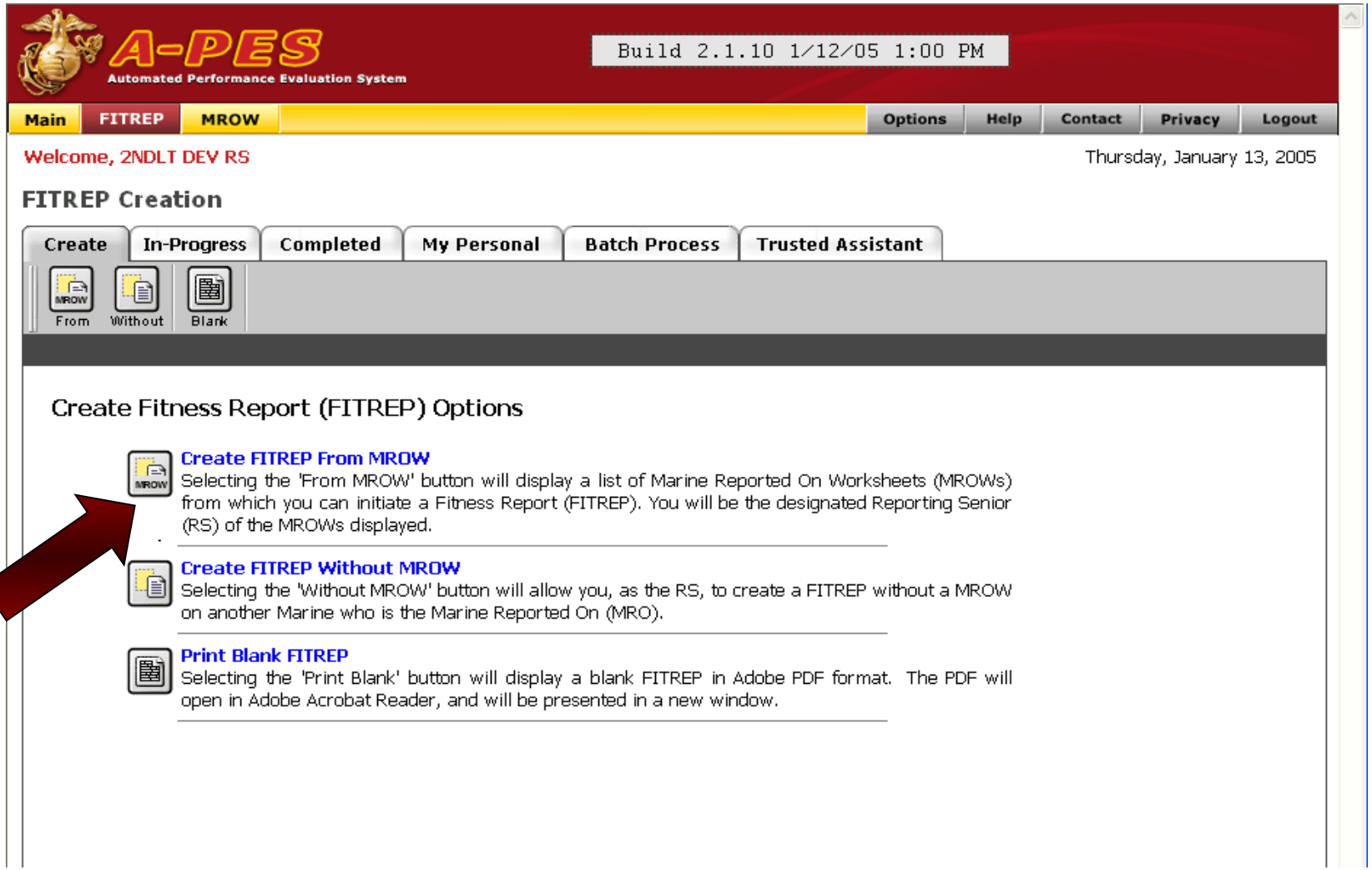
MROW - 1st Page of MROW



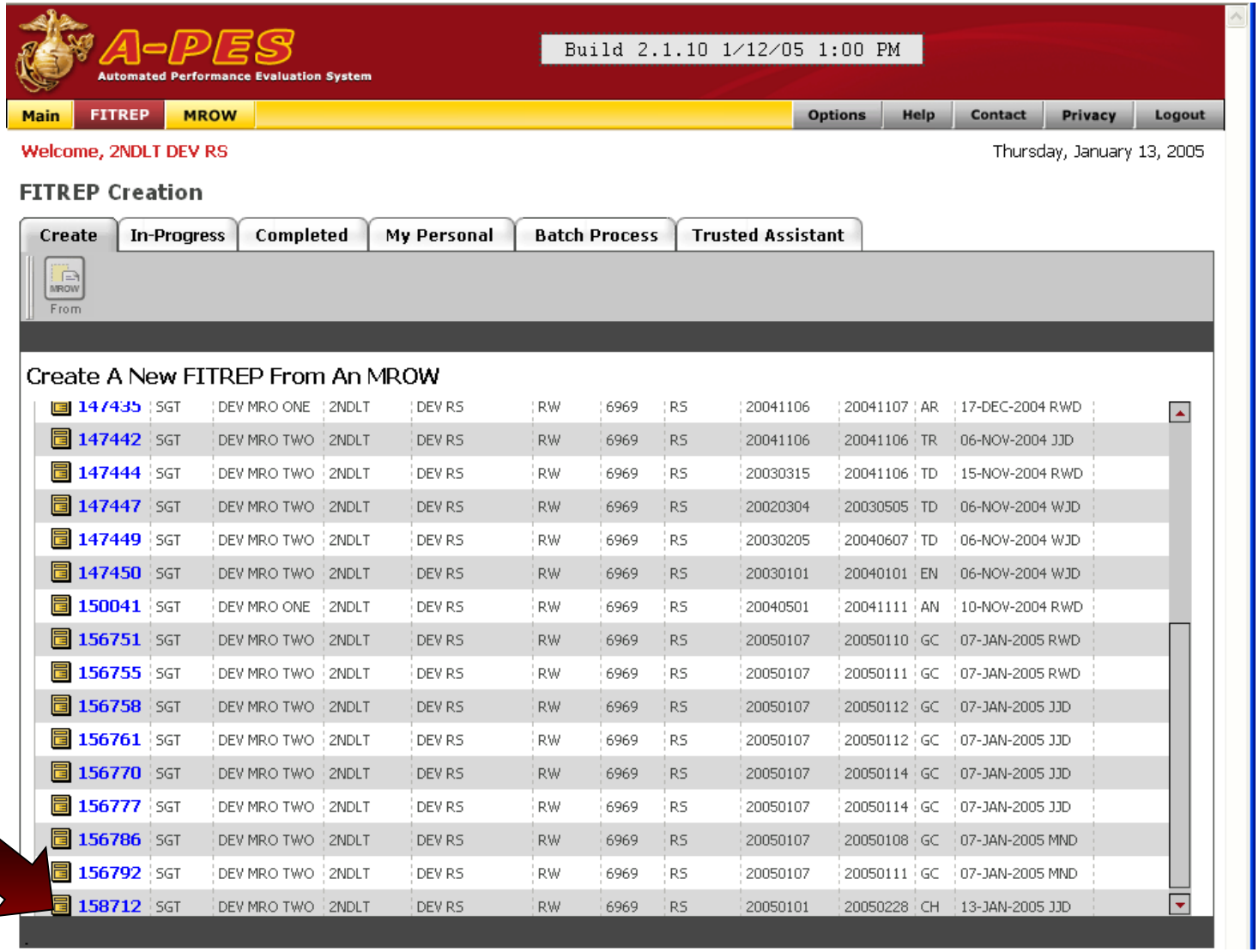
MRO - 2nd Page of MROW



Create Fitness Report


A-PES
Automated Performance Evaluation System
Build 2.1.10 1/12/05 1:00 PM
Main
FITREP
MROW
Options
Help
Contact
Privacy
Logout
Welcome, 2NDLT DEV RS
Thursday, January 13, 2005
FITREP Creation
Create
In-Progress
Completed
My Personal
Batch Process
Trusted Assistant
From
Without
Blank
Create Fitness Report (FITREP) Options
Create FITREP From MROW
Selecting the 'From MROW' button will display a list of Marine Reported On Worksheets (MROWs) from which you can initiate a Fitness Report (FITREP). You will be the designated Reporting Senior (RS) of the MROWs displayed.
Create FITREP Without MROW
Selecting the 'Without MROW' button will allow you, as the RS, to create a FITREP without a MROW on another Marine who is the Marine Reported On (MRO).
Print Blank FITREP
Selecting the 'Print Blank' button will display a blank FITREP in Adobe PDF format. The PDF will open in Adobe Acrobat Reader, and will be presented in a new window.

Create Fitness Report From MROW



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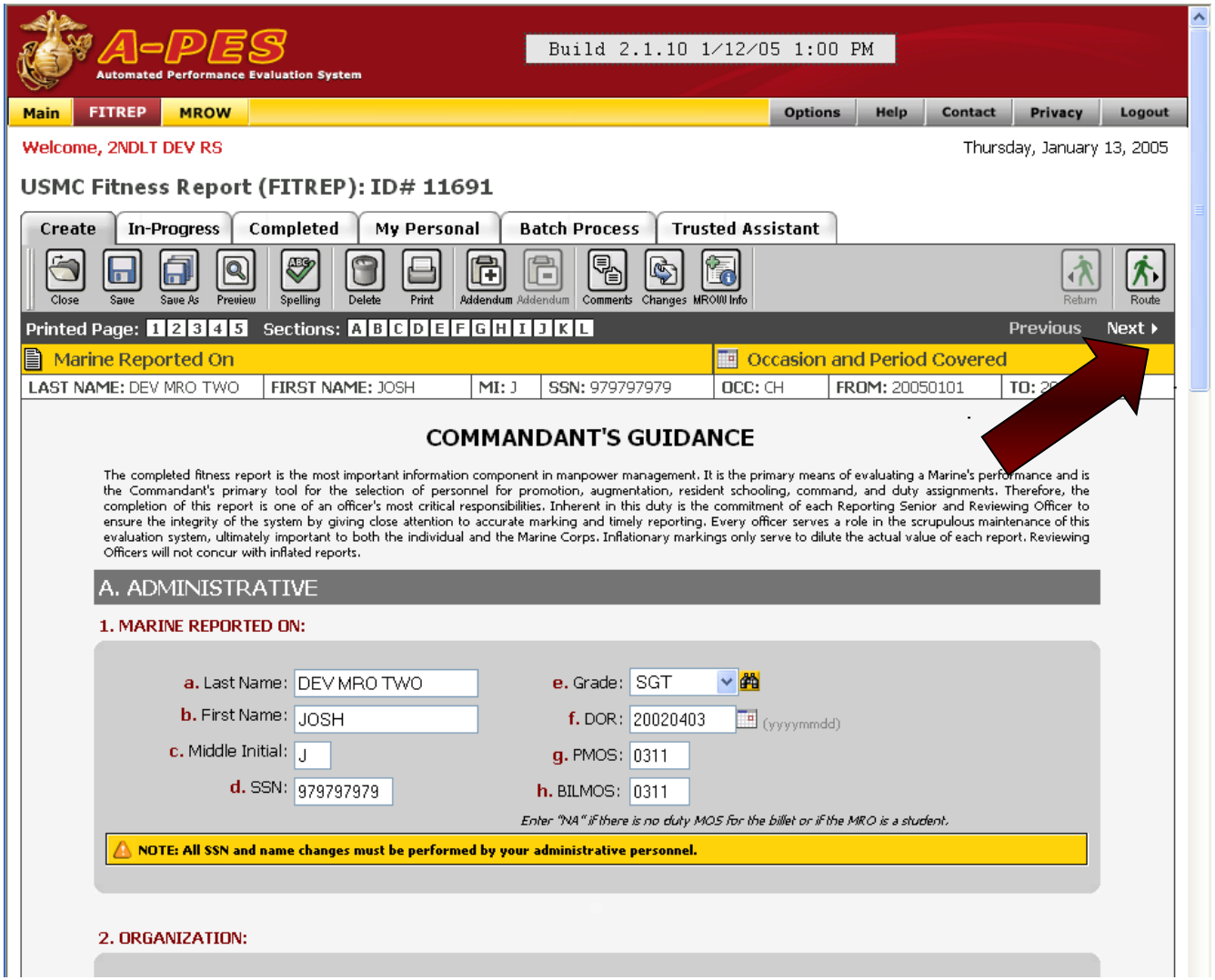
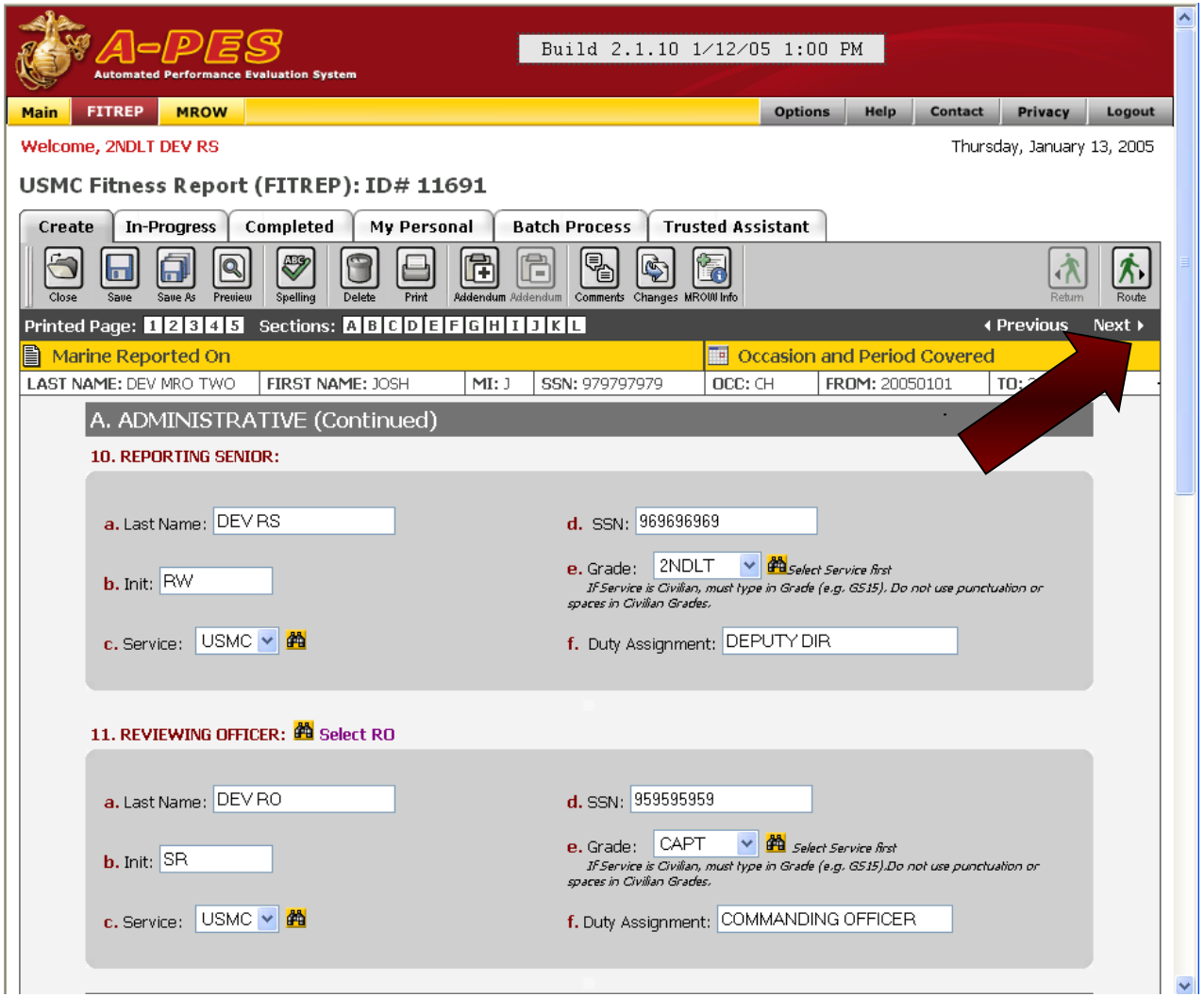
147444	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20030315	20041106	TD	15-NOV-2004 RWD
147447	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20020304	20030505	TD	06-NOV-2004 WJD
147449	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20030205	20040607	TD	06-NOV-2004 WJD
147450	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20030101	20040101	EN	06-NOV-2004 WJD
150041	SGT	DEV MRO ONE	2NDLT	DEV RS	RW	6969	RS	20040501	20041111	AN	10-NOV-2004 RWD
156751	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050110	GC	07-JAN-2005 RWD
156755	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050111	GC	07-JAN-2005 RWD
156758	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050112	GC	07-JAN-2005 JJD
156761	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050112	GC	07-JAN-2005 JJD
156770	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050114	GC	07-JAN-2005 JJD
156777	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050114	GC	07-JAN-2005 JJD
156786	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050108	GC	07-JAN-2005 MND
156792	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050107	20050111	GC	07-JAN-2005 MND
158712	SGT	DEV MRO TWO	2NDLT	DEV RS	RW	6969	RS	20050101	20050228	CH	13-JAN-2005 JJD

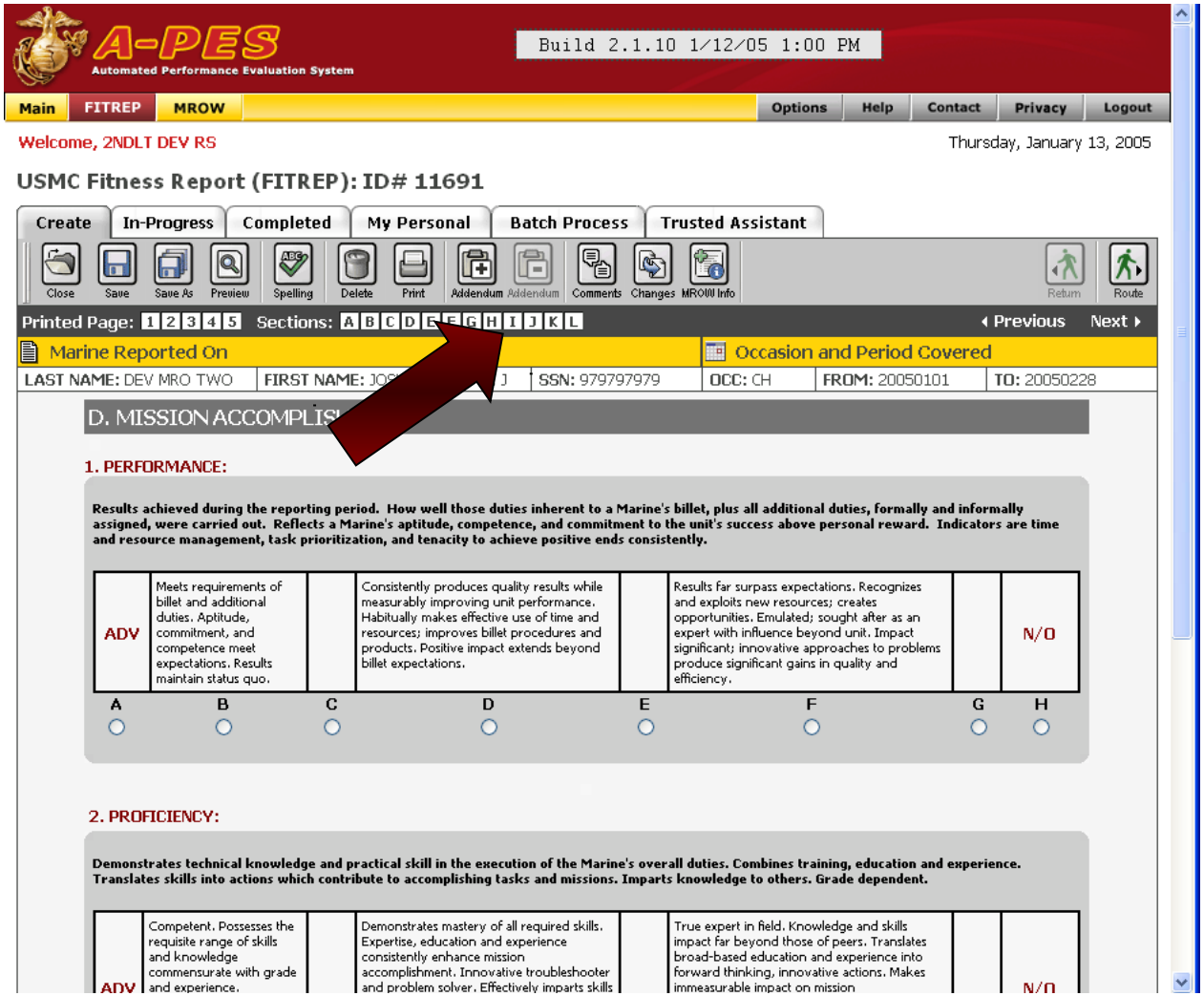
Section A Data


A-PES
Automated Performance Evaluation System
Build 2.1.10 1/12/05 1:00 PM
Main
FITREP
MROW
Options
Help
Contact
Privacy
Logout
Welcome, 2NDLT DEV RS
Thursday, January 13, 2005
USMC Fitness Report (FITREP): ID# 11691
Create
In-Progress
Completed
My Personal
Batch Process
Trusted Assistant
Close
Save
Save As
Preview
Spelling
Delete
Print
Addendum
Addendum
Comments
Changes
MROW Info
Return
Route
Printed Page: 1 2 3 4 5
Sections: A B C D E F G H I J K L
Previous
Next
Marine Reported On
Occasion and Period Covered
LAST NAME: DEV MRO TWO
FIRST NAME: JOSH
MI: J
SSN: 979797979
OCC: CH
FROM: 20050101
COMMANDANT'S GUIDANCE
The completed fitness report is the most important information component in manpower management. It is the primary means of evaluating a Marine's performance and is the Commandant's primary tool for the selection of personnel for promotion, augmentation, resident schooling, command, and duty assignments. Therefore, the completion of this report is one of an officer's most critical responsibilities. Inherent in this duty is the commitment of each Reporting Senior and Reviewing Officer to ensure the integrity of the system by giving close attention to accurate marking and timely reporting. Every officer serves a role in the scrupulous maintenance of this evaluation system, ultimately important to both the individual and the Marine Corps. Inflationary markings only serve to dilute the actual value of each report. Reviewing Officers will not concur with inflated reports.
A. ADMINISTRATIVE
1. MARINE REPORTED ON:
a. Last Name: DEV MRO TWO
b. First Name: JOSH
c. Middle Initial: J
d. SSN: 979797979
e. Grade: SGT
f. DOR: 20020403 (yyyymmdd)
g. PMOS: 0311
h. BILMOS: 0311
Enter "NA" if there is no duty MOS for the billet or if the MRO is a student.
NOTE: All SSN and name changes must be performed by your administrative personnel.
2. ORGANIZATION:

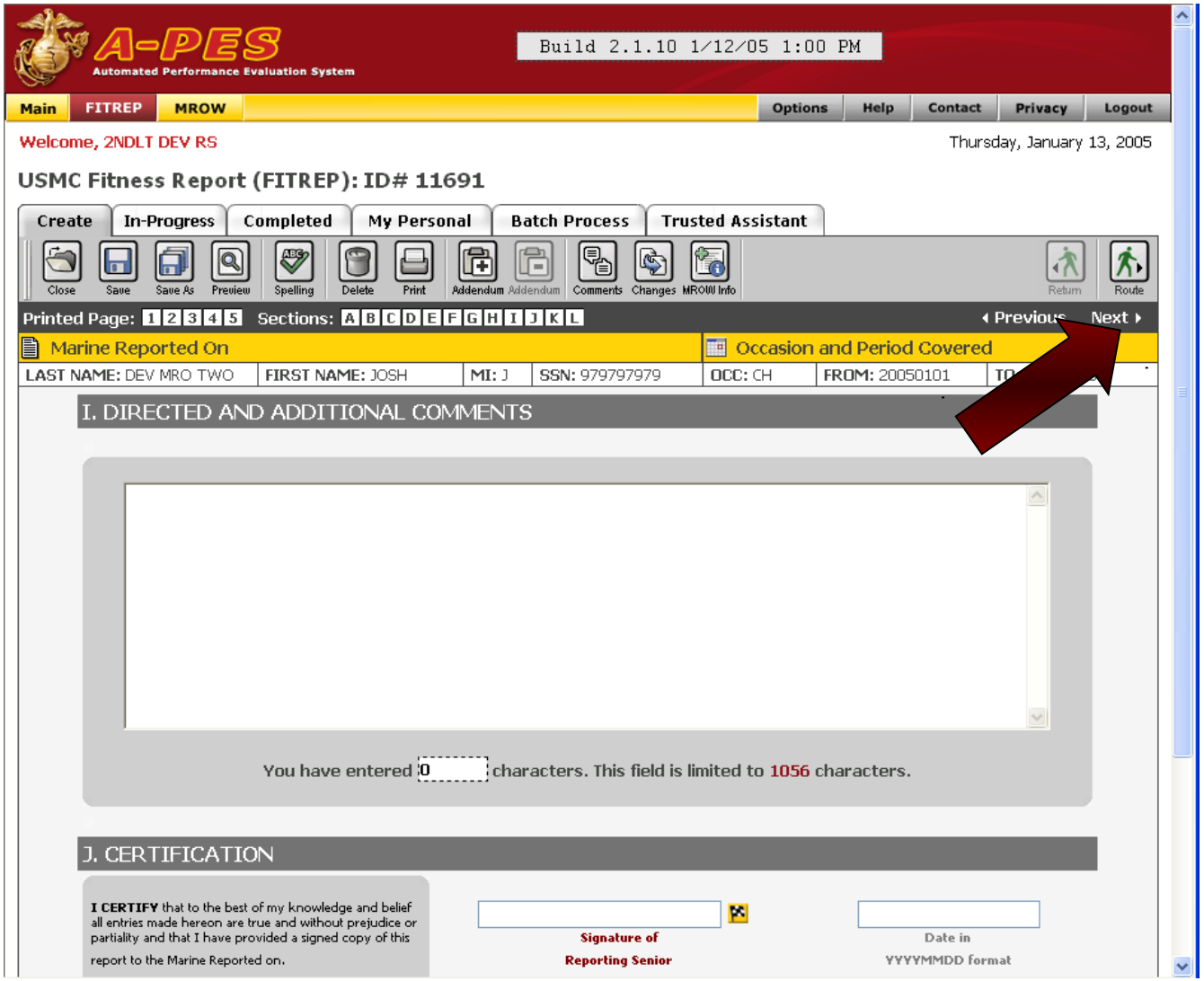
Section A Data (cont)



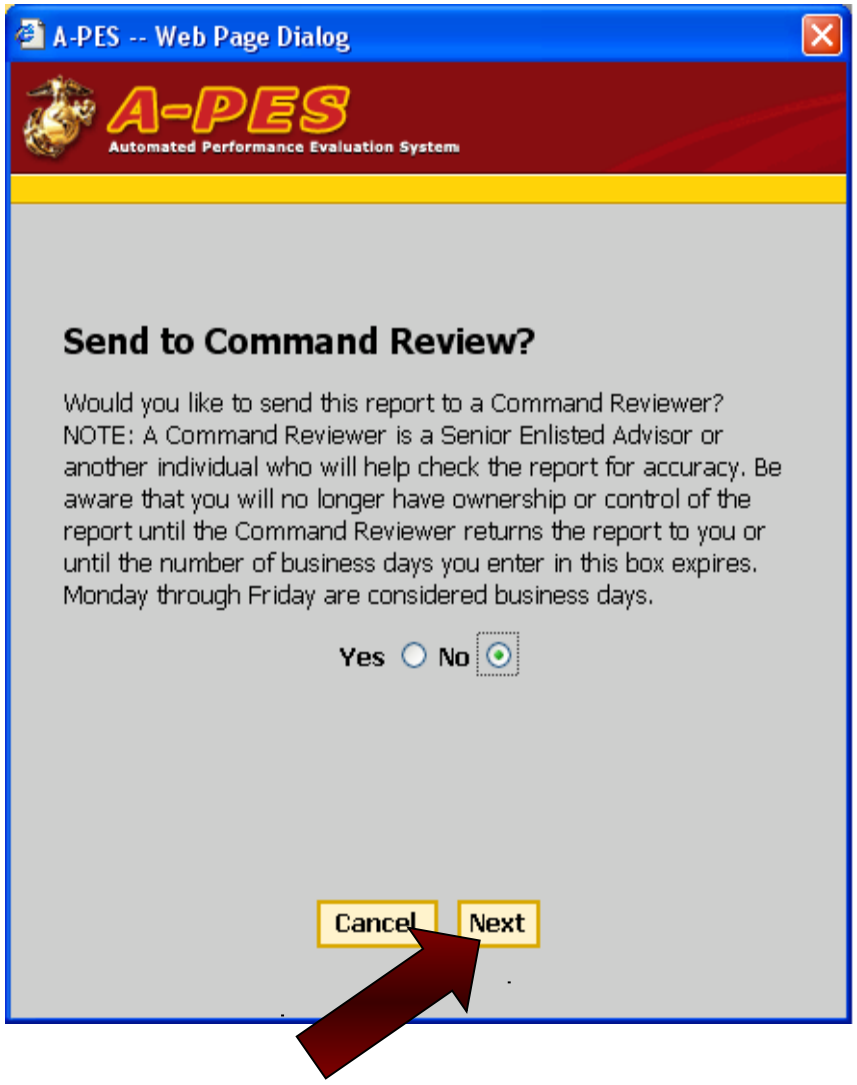
Page 2- 4/Sections D-H


A-PES
Automated Performance Evaluation System
Build 2.1.10 1/12/05 1:00 PM
Main
FITREP
MROW
Options
Help
Contact
Privacy
Logout
Welcome, 2NDLT DEV RS
Thursday, January 13, 2005
USMC Fitness Report (FITREP): ID# 11691
Create
In-Progress
Completed
My Personal
Batch Process
Trusted Assistant
Close
Save
Save As
Preview
Spelling
Delete
Print
Addendum
Addendum
Comments
Changes
MROW Info
Return
Route
Printed Page: 1 2 3 4 5
Sections: A B C D E F G H I J K L
Previous
Next
Marine Reported On
Occasion and Period Covered
LAST NAME: DEV MRO TWO
FIRST NAME:
SSN: 979797979
OCC: CH
FROM: 20050101
TO: 20050228
D. MISSION ACCOMPLIS
1. PERFORMANCE:
Results achieved during the reporting period. How well those duties inherent to a Marine's billet, plus all additional duties, formally and informally assigned, were carried out. Reflects a Marine's aptitude, competence, and commitment to the unit's success above personal reward. Indicators are time and resource management, task prioritization, and tenacity to achieve positive ends consistently.
ADV
Meets requirements of billet and additional duties. Aptitude, commitment, and competence meet expectations. Results maintain status quo.
Consistently produces quality results while measurably improving unit performance. Habitually makes effective use of time and resources; improves billet procedures and products. Positive impact extends beyond billet expectations.
Results far surpass expectations. Recognizes and exploits new resources; creates opportunities. Emulated; sought after as an expert with influence beyond unit. Impact significant; innovative approaches to problems produce significant gains in quality and efficiency.
N/O
A
B
C
D
E
F
G
H
2. PROFICIENCY:
Demonstrates technical knowledge and practical skill in the execution of the Marine's overall duties. Combines training, education and experience. Translates skills into actions which contribute to accomplishing tasks and missions. Imparts knowledge to others. Grade dependent.
ADV
Competent. Possesses the requisite range of skills and knowledge commensurate with grade and experience.
Demonstrates mastery of all required skills. Expertise, education and experience consistently enhance mission accomplishment. Innovative troubleshooter and problem solver. Effectively imparts skills
True expert in field. Knowledge and skills impact far beyond those of peers. Translates broad-based education and experience into forward thinking, innovative actions. Makes immeasurable impact on mission
N/O

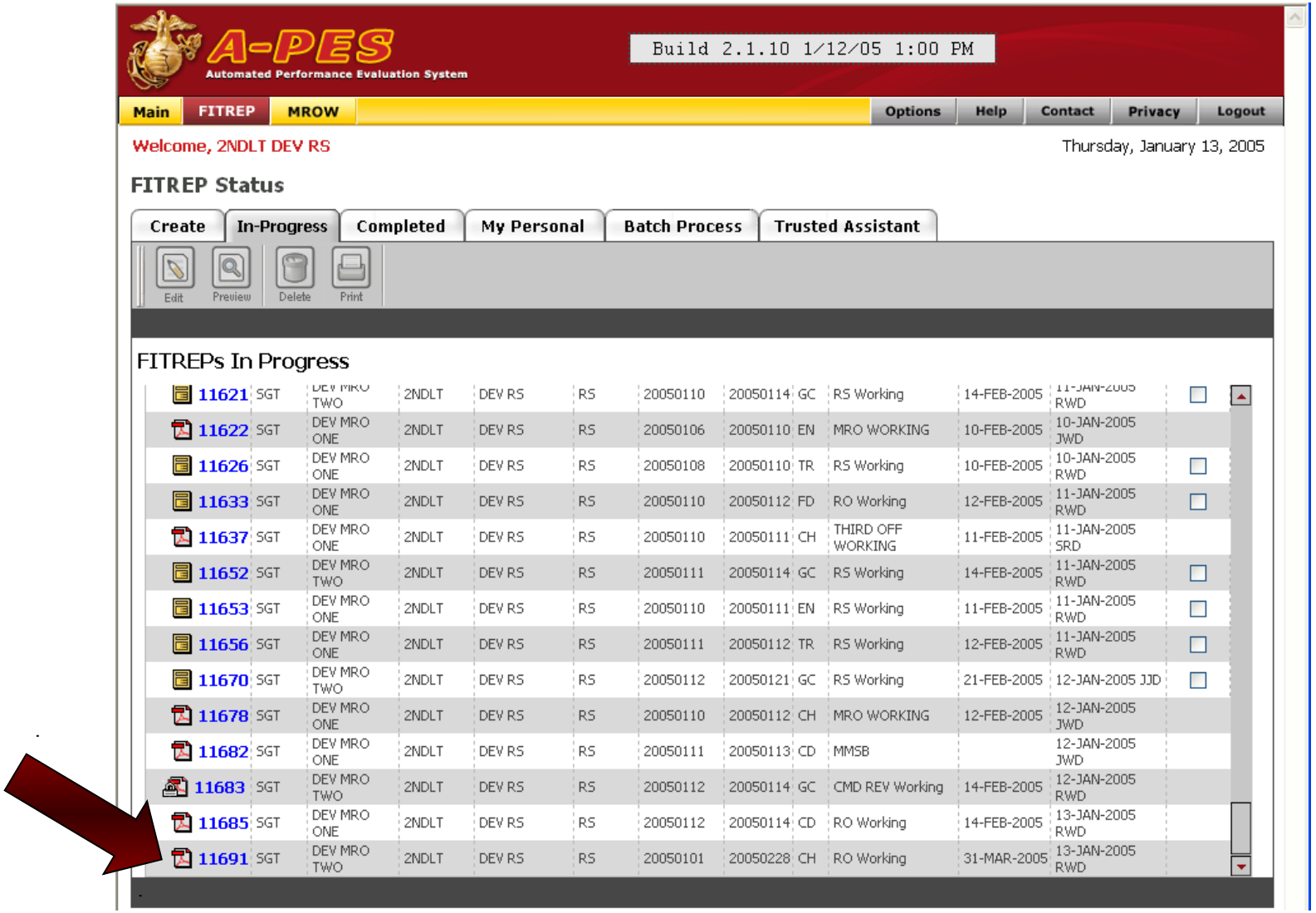
Section I and RS Certification



Command Review Option


A-PES -- Web Page Dialog
A-PES
Automated Performance Evaluation System
Send to Command Review?
Would you like to send this report to a Command Reviewer? NOTE: A Command Reviewer is a Senior Enlisted Advisor or another individual who will help check the report for accuracy. Be aware that you will no longer have ownership or control of the report until the Command Reviewer returns the report to you or until the number of business days you enter in this box expires. Monday through Friday are considered business days.
Yes
No
Cancel
Next

Status Page



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11626	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050108	20050110	TR	RS Working	10-FEB-2005	10-JAN-2005 RWD	
11633	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050110	20050112	FD	RO Working	12-FEB-2005	11-JAN-2005 RWD	
11637	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050110	20050111	CH	THIRD OFF WORKING	11-FEB-2005	11-JAN-2005 SRD	
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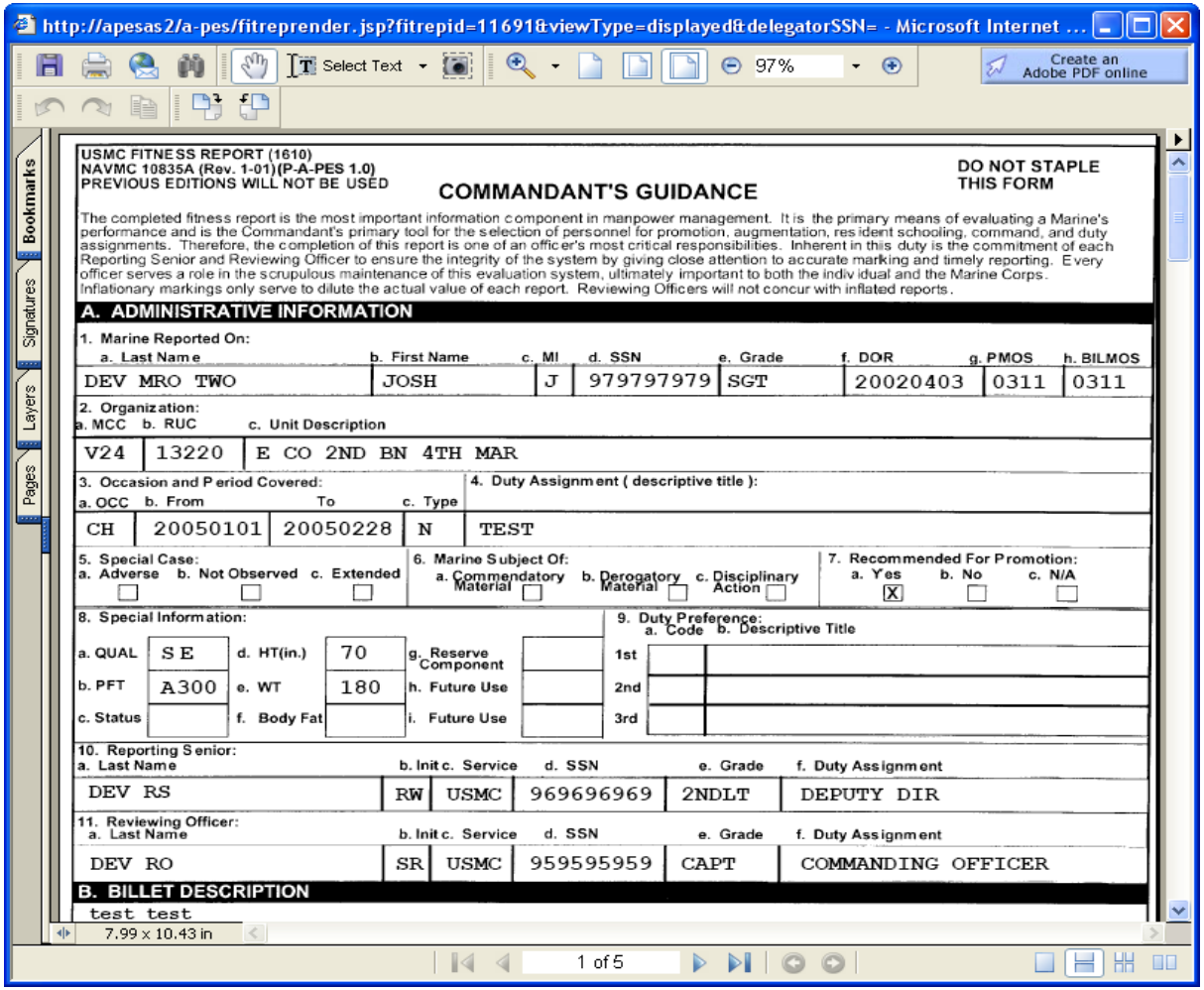
11653	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050110	20050111	EN	RS Working	11-FEB-2005	11-JAN-2005 RWD	
11656	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050111	20050112	TR	RS Working	12-FEB-2005	11-JAN-2005 RWD	
11670	SGT	DEV MRO TWO	2NDLT	DEV RS	RS	20050112	20050121	GC	RS Working	21-FEB-2005	12-JAN-2005 JJD	
11678	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050110	20050112	CH	MRO WORKING	12-FEB-2005	12-JAN-2005 JWD	
11682	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050111	20050113	CD	MMSB		12-JAN-2005 JWD	
11683	SGT	DEV MRO TWO	2NDLT	DEV RS	RS	20050112	20050114	GC	CMD REV Working	14-FEB-2005	12-JAN-2005 RWD	
11685	SGT	DEV MRO ONE	2NDLT	DEV RS	RS	20050112	20050114	CD	RO Working	14-FEB-2005	13-JAN-2005 RWD	
11691	SGT	DEV MRO TWO	2NDLT	DEV RS	RS	20050101	20050228	CH	RO Working	31-MAR-2005	13-JAN-2005 RWD	

Printed Fitness Report



http://apesas2/a-pes/fitreprender.jsp?fitrepid=11691&viewType=displayed&delegatorSSN= - Microsoft Internet ...

Select Text | 97% | Create an Adobe PDF online

Bookmarks | Signatures | Layers | Pages

USMC FITNESS REPORT (1610)
NAVMC 10835A (Rev. 1-01) (P-A-PES 1.0)
PREVIOUS EDITIONS WILL NOT BE USED

COMMANDANT'S GUIDANCE

DO NOT STAPLE THIS FORM

The completed fitness report is the most important information component in manpower management. It is the primary means of evaluating a Marine's performance and is the Commandant's primary tool for the selection of personnel for promotion, augmentation, resident schooling, command, and duty assignments. Therefore, the completion of this report is one of an officer's most critical responsibilities. Inherent in this duty is the commitment of each Reporting Senior and Reviewing Officer to ensure the integrity of the system by giving close attention to accurate marking and timely reporting. Every officer serves a role in the scrupulous maintenance of this evaluation system, ultimately important to both the individual and the Marine Corps. Inflationary markings only serve to dilute the actual value of each report. Reviewing Officers will not concur with inflated reports.

A. ADMINISTRATIVE INFORMATION

1. Marine Reported On:

a. Last Name	b. First Name	c. MI	d. SSN	e. Grade	f. DOR	g. PMOS	h. BILMOS
DEV MRO TWO	JOSH	J	979797979	SGT	20020403	0311	0311

2. Organization:

a. MCC	b. RUC	c. Unit Description
V24	13220	E CO 2ND BN 4TH MAR

3. Occasion and Period Covered:

a. OCC	b. From	To	c. Type
CH	20050101	20050228	N

4. Duty Assignment (descriptive title): TEST

5. Special Case: a. Adverse ☐ b. Not Observed ☐ c. Extended ☐

6. Marine Subject Of: a. Commendatory Material ☐ b. Derogatory Material ☐ c. Disciplinary Action ☐

7. Recommended For Promotion: a. Yes [X] b. No ☐ c. N/A ☐

8. Special Information:

a. QUAL	SE	d. HT(in.)	70	g. Reserve Component	
b. PFT	A300	e. WT	180	h. Future Use	
c. Status		f. Body Fat		i. Future Use	

9. Duty Preference:

	a. Code	b. Descriptive Title
1st		
2nd		
3rd		

10. Reporting Senior:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment
DEV RS	RW	USMC	969696969	2NDLT	DEPUTY DIR

11. Reviewing Officer:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment
DEV RO	SR	USMC	959595959	CAPT	COMMANDING OFFICER

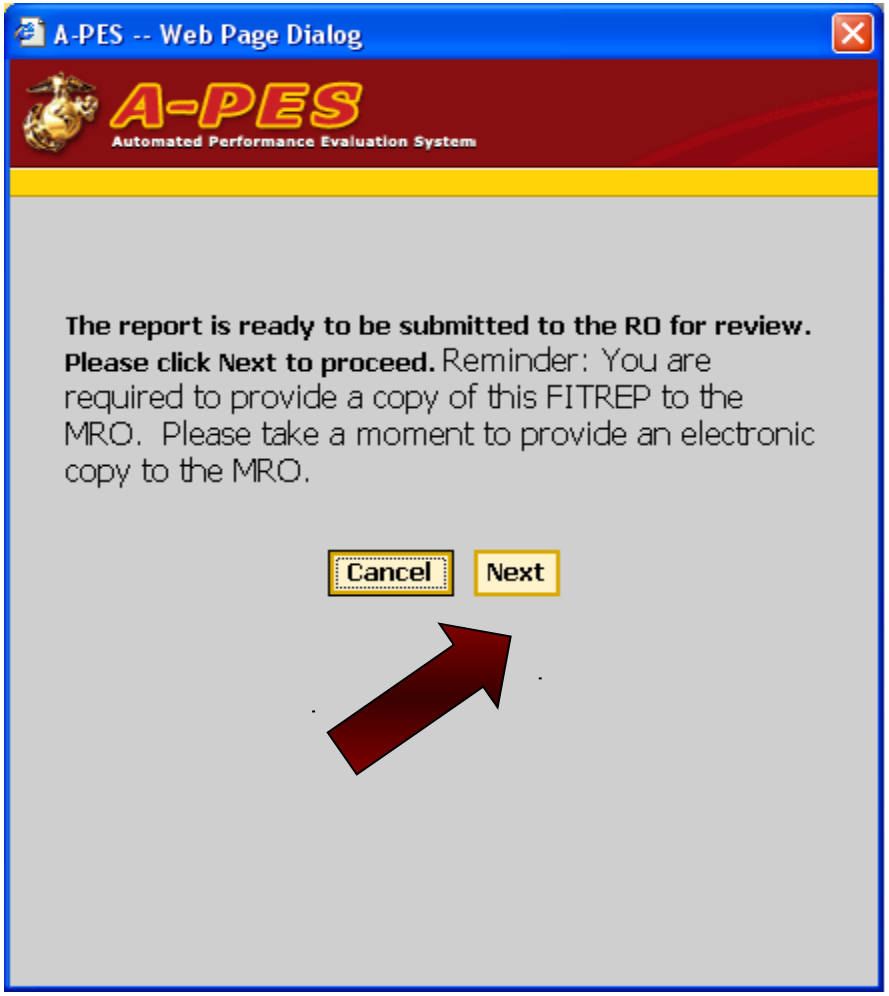
B. BILLET DESCRIPTION

test test

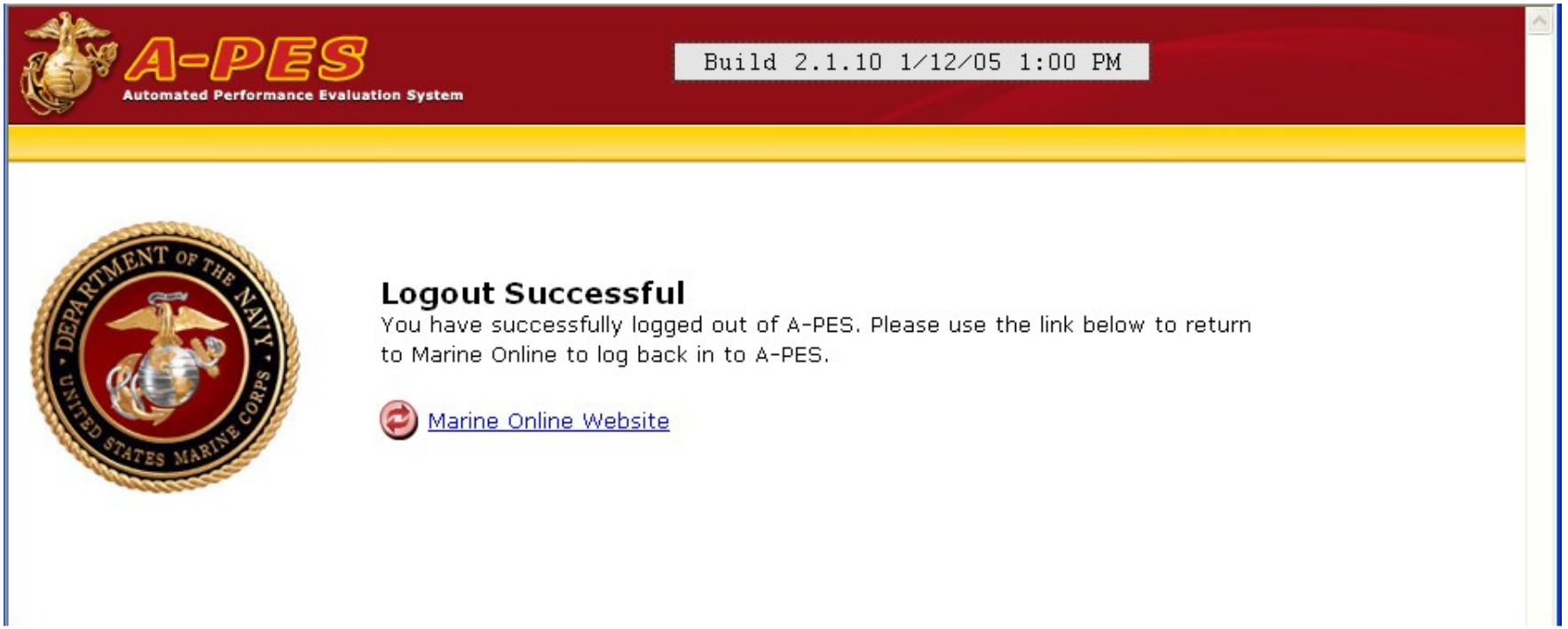
7.99 x 10.43 in

1 of 5

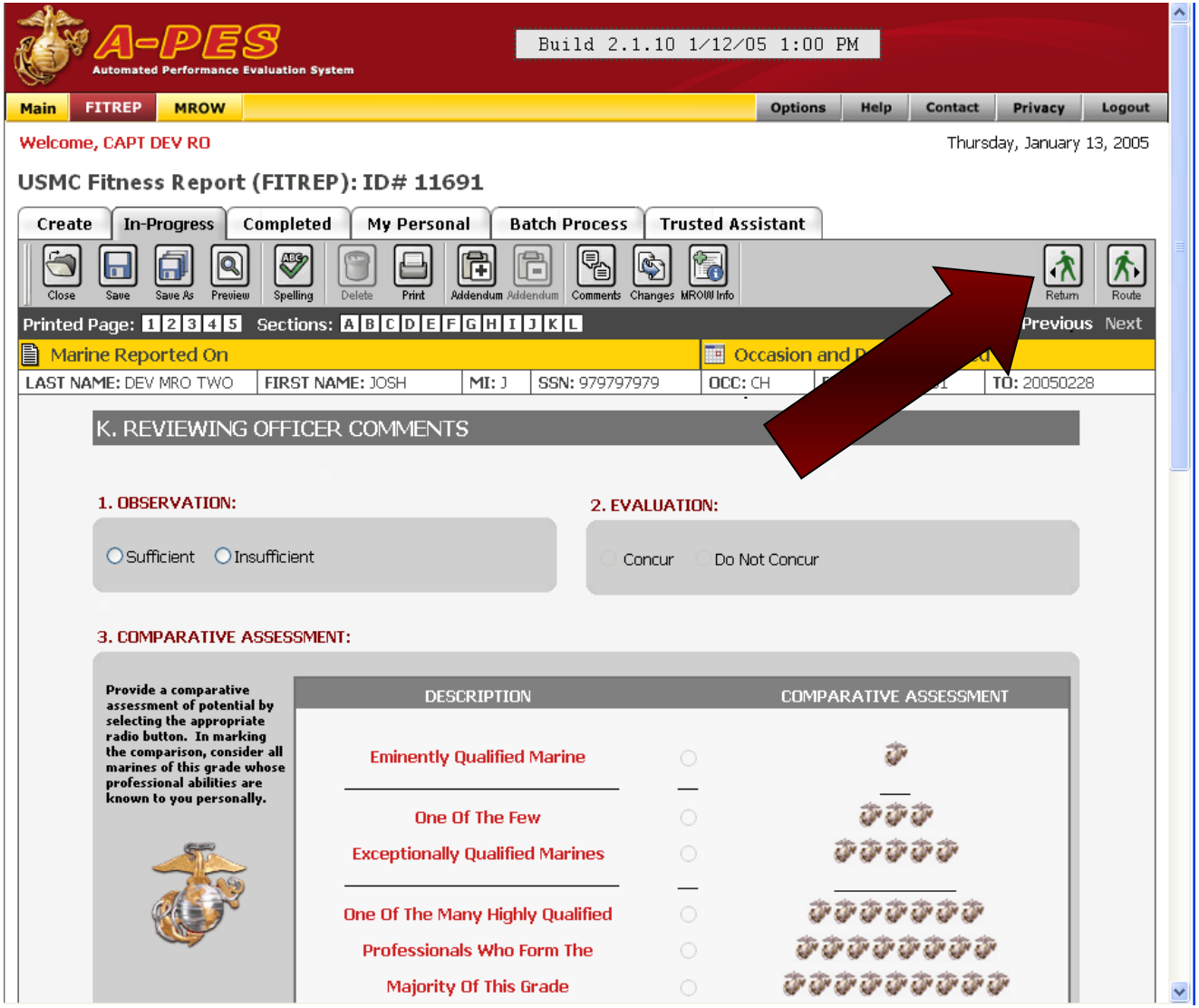
Route to Reviewing Officer


A-PES -- Web Page Dialog
A-PES
Automated Performance Evaluation System
The report is ready to be submitted to the RO for review. Please click Next to proceed. Reminder: You are required to provide a copy of this FITREP to the MRO. Please take a moment to provide an electronic copy to the MRO.
Cancel
Next

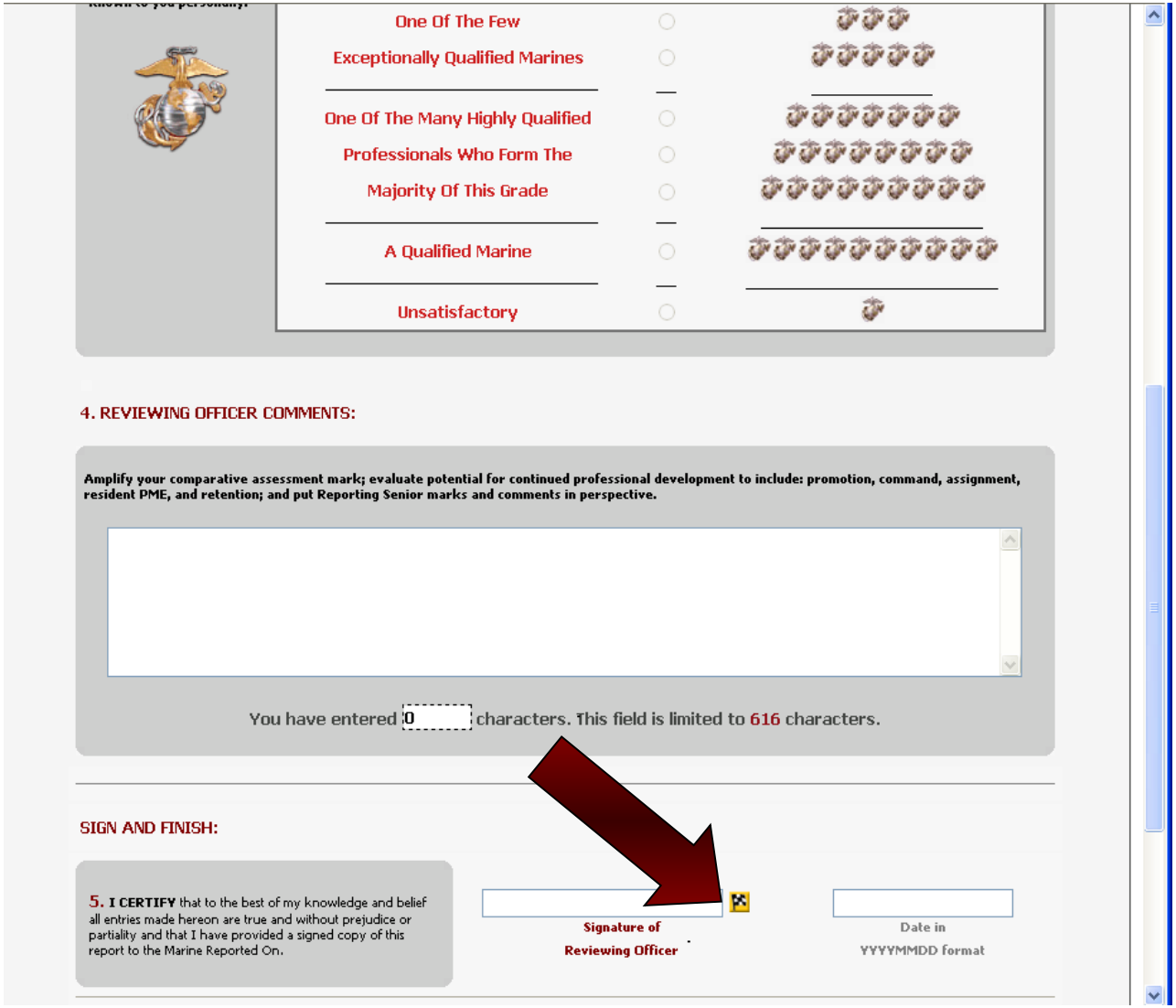
RS Logout


A-PES
Automated Performance Evaluation System
Build 2.1.10 1/12/05 1:00 PM
DEPARTMENT OF THE NAVY
UNITED STATES MARINE CORPS
Logout Successful
You have successfully logged out of A-PES. Please use the link below to return to Marine Online to log back in to A-PES.
Marine Online Website

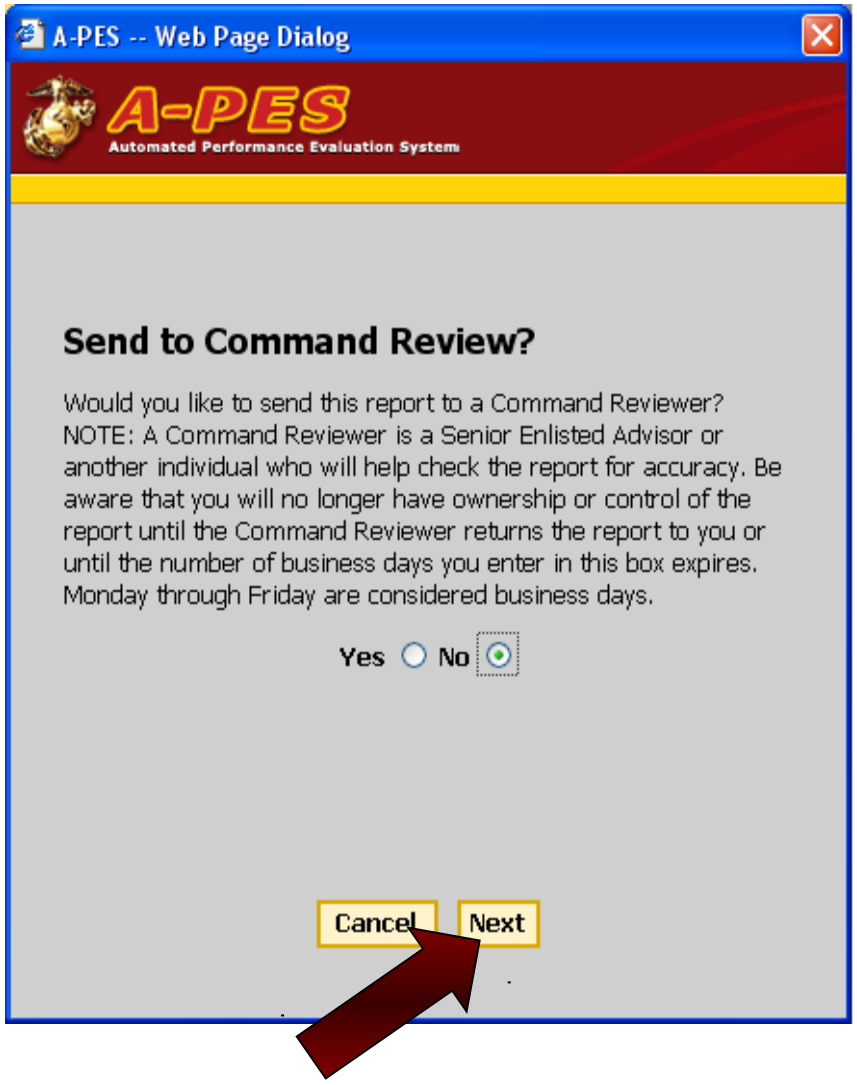
Page 5 / Section K



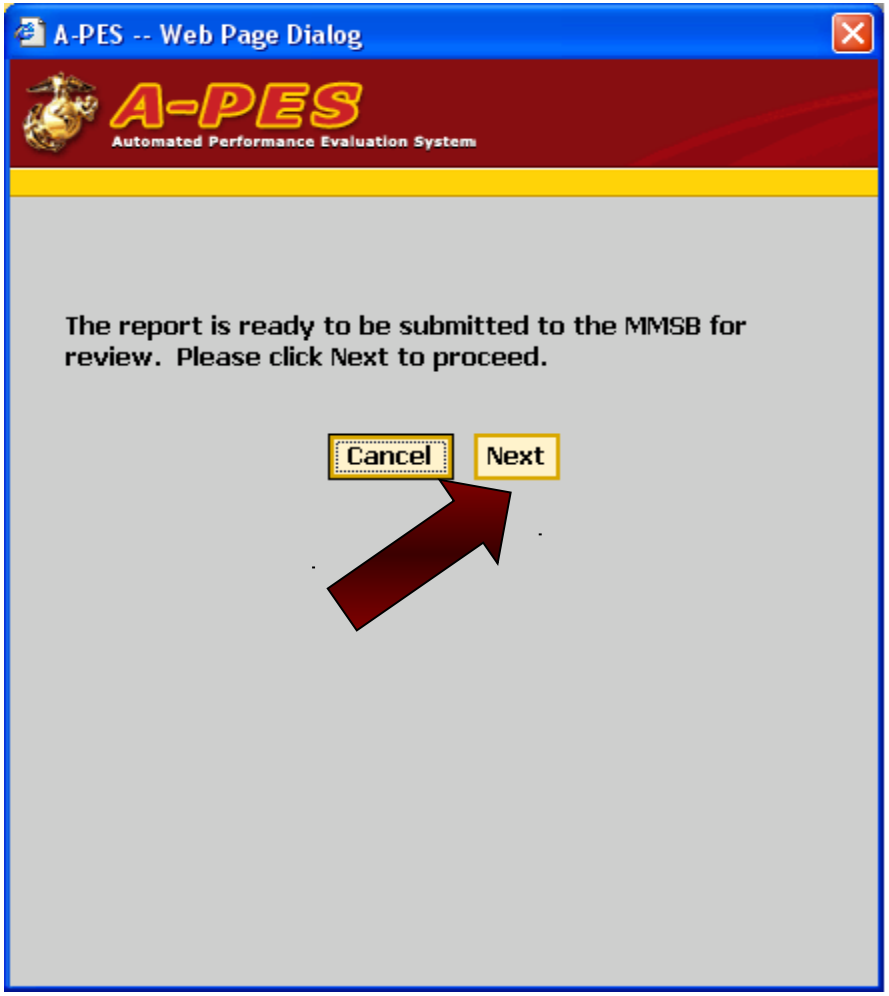
Reviewing Officer Certification


One Of The Few
Exceptionally Qualified Marines
One Of The Many Highly Qualified
Professionals Who Form The
Majority Of This Grade
A Qualified Marine
Unsatisfactory
4. REVIEWING OFFICER COMMENTS:
Amplify your comparative assessment mark; evaluate potential for continued professional development to include: promotion, command, assignment, resident PME, and retention; and put Reporting Senior marks and comments in perspective.
You have entered 0 characters. This field is limited to 616 characters.
SIGN AND FINISH:
5. I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality and that I have provided a signed copy of this report to the Marine Reported On.
Signature of Reviewing Officer
Date in YYYYMMDD format

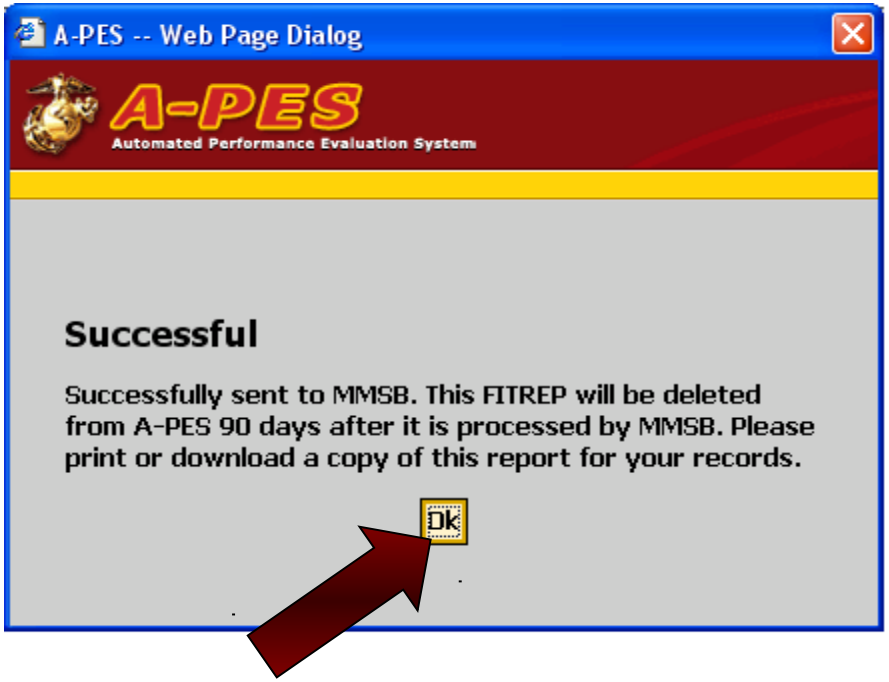
Send for Command Review


A-PES -- Web Page Dialog
A-PES
Automated Performance Evaluation System
Send to Command Review?
Would you like to send this report to a Command Reviewer? NOTE: A Command Reviewer is a Senior Enlisted Advisor or another individual who will help check the report for accuracy. Be aware that you will no longer have ownership or control of the report until the Command Reviewer returns the report to you or until the number of business days you enter in this box expires. Monday through Friday are considered business days.
Yes
No
Cancel
Next

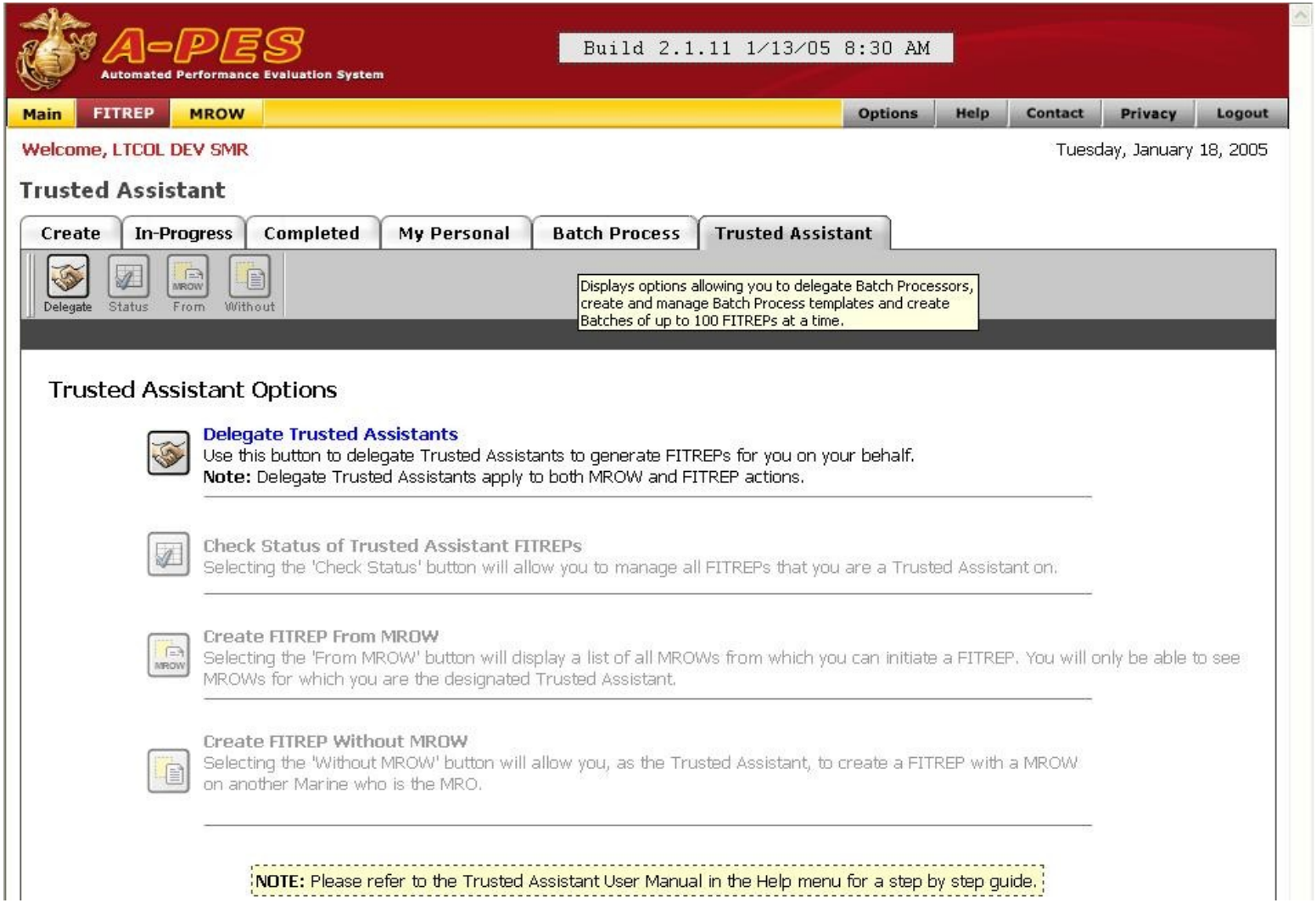
Submission to MMSB


A-PES -- Web Page Dialog
A-PES
Automated Performance Evaluation System
The report is ready to be submitted to the MMSB for review. Please click Next to proceed.
Cancel
Next

Acknowledgment of Submission to MMSB


A-PES -- Web Page Dialog
A-PES
Automated Performance Evaluation System
Successful
Successfully sent to MMSB. This FITREP will be deleted from A-PES 90 days after it is processed by MMSB. Please print or download a copy of this report for your records.
Ok

Trusted Assistant


A-PES
Automated Performance Evaluation System
Build 2.1.11 1/13/05 8:30 AM
Main
FITREP
MROW
Options
Help
Contact
Privacy
Logout
Welcome, LTCOL DEV SMR
Tuesday, January 18, 2005
Trusted Assistant
Create
In-Progress
Completed
My Personal
Batch Process
Trusted Assistant
Delegate
Status
From
Without
Displays options allowing you to delegate Batch Processors, create and manage Batch Process templates and create Batches of up to 100 FITREPs at a time.
Trusted Assistant Options
Delegate Trusted Assistants
Use this button to delegate Trusted Assistants to generate FITREPs for you on your behalf.
Note: Delegate Trusted Assistants apply to both MROW and FITREP actions.
Check Status of Trusted Assistant FITREPs
Selecting the 'Check Status' button will allow you to manage all FITREPs that you are a Trusted Assistant on.
Create FITREP From MROW
Selecting the 'From MROW' button will display a list of all MROWs from which you can initiate a FITREP. You will only be able to see MROWs for which you are the designated Trusted Assistant.
Create FITREP Without MROW
Selecting the 'Without MROW' button will allow you, as the Trusted Assistant, to create a FITREP with a MROW on another Marine who is the MRO.
NOTE: Please refer to the Trusted Assistant User Manual in the Help menu for a step by step guide.

General Rules

- A-PES does not nullify requirement to counsel MRO throughout reporting period.
- 90 or more days normally required for an observed fitness report.
- Justification required for observed fitness reports of 89-days or less.
- Not observed reports can be rendered adverse.
- Completed reports due to HQMC 30-days after reporting period ends.

Reporting Chain

- Reporting Senior (RS)
- Reviewing Officer (RO)
- Third Officer Sighter (3OS)
  - **Adverse reports only**
- Senior Marine Representative (SMR)
  - **Non-Marine RS and RO external to the Marine Corps reports only**
- Commandant of the Marine Corps (MMSB-30)

Note: The MRO is not part of the reporting chain.

Command Responsibilities

- Review reports at command level.
- Ensure reports adhere to PES policy.
- Ensure reports do not contain inflated markings.
- Ensure reports contain sufficient justifications, as applicable.
- Ensure reports do not contain unwarranted comments.
    - Free of ambiguities
    - Free of innuendos
    - No “velvet knives”
- Ensure reports arrive to HQMC on time.

MRO Responsibilities

- Possess a clear understanding of his or her role in accomplishing the unit’s mission.
- Possess a general understanding of the PES.
- Submit billet description to RS within the first 15-days of the reporting period.
- Submit summary of accomplishments to RS prior to end of reporting period.

RS Responsibilities

- Establish, formalize, and review billet description at outset of reporting period utilizing MRO worksheet.
- **Counsel MRO on duties, responsibilities, and RS's expectations throughout the reporting period.**
- Provide in-depth observation of MRO's performance, professional qualities, and potential.
- Ensure accuracy of sections A thru I.
- Forward report to RO in a timely manner.

RO Responsibilities

- **Educate subordinates on fitness report responsibilities, PES policy, and proper evaluation methods.**
- Make every effort to know professional capabilities of the MRO.
- Take corrective action to eliminate inflated and late reports.
- Complete section K, as applicable.
- **Ensure accuracy and timely submission of reports.**

RO Responsibilities (cont)

- Non-Marine RS/RO (external to USMC)
  - Forward report to SMR for review
- **Assess adverse reports and adjudicate factual differences between RS's evaluation and MRO's statement.**
- **Forward adverse report to Third Officer Sighter.**

3OS Responsibilities

- Sight all adverse fitness reports.
- **Take action to resolve inconsistencies and disagreements when MRO's statement disagrees with RO as to matters of fact.**
- Take action to determine validity of new info when MRO's statement adds new info that RO did not previously address.
- If 3OS comments add new adversity refer report to MRO for acknowledgment.

SMR Responsibilities

- Provide non-Marine RSs and ROs guidance and education on PES policy.
- Review all reports for administrative correctness.
- May comment on the MRO, if desired.
  - Observation pertinent to billet assignment and mission accomplishment.
  - “Whole Marine” Concept
  - Marine Corps standards, values, and professional growth exhibited.

CMC Policy Compliance

To maintain the integrity of the PES MMSB-30 will monitor how well reporting officials are performing their duties and proactively identify, notify, and educate reporting officials displaying undesirable reporting trends indicating gaming, inflation, untimely submission of reports, inaccurate reporting, and procedural errors.

Trends

- Failure to provide MRO copy of report
- **Failure to use the MMSB website to eliminate date gaps (Proceed/Travel/Delay)**
- Failure to use of proper occasion codes
- Failure to generate To Temporary Duty (TD) reports
- Inaccurate and incomplete height/weight/BF
- Failure to complete sections B and C
- **Negative and evaluative comments made in section C (Billet Accomplishments)**

Trends (cont)

- “Effectiveness Under Stress” and “Courage” not evaluated.
- **Adverse reports not referred to MRO for acknowledgment**
- Adverse report not adjudicated properly by RO or 3OS.
- Adverse reports not referred to 3OS for action.
- Failure to use senior enlisted advisors in evaluation process.
- **Superior marking justifications not concrete, substantive, verifiable, or quantitative.**

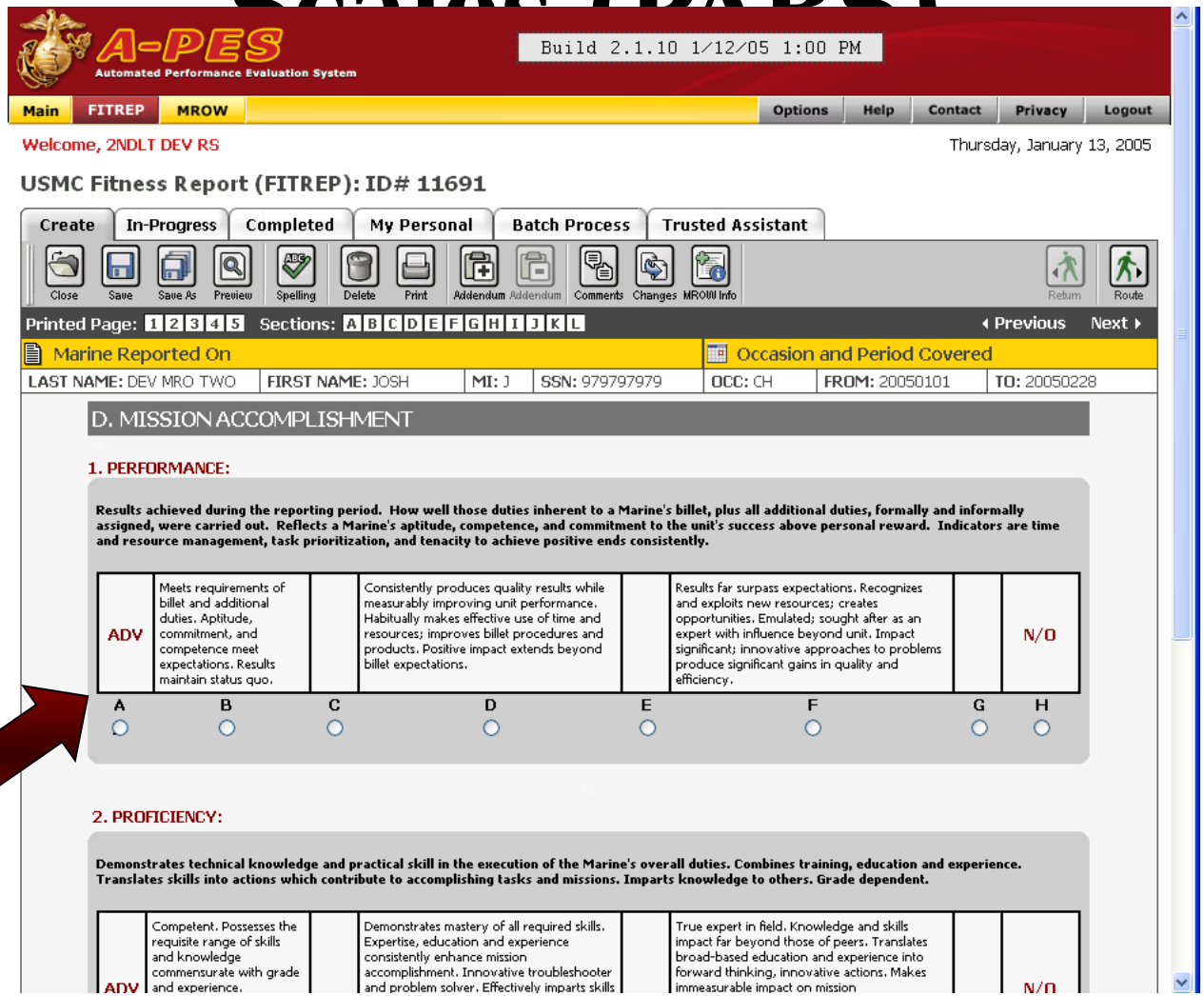
Marking Philosophy Considerations

- Grade, experience in grade, and accumulated experience as a Marine.
- Performance for a defined period and specific set of duties and responsibilities.
- Understand personal ability and individual performance over a course of career develops a record of merit.
- No deficiencies in any given area does not mean a Marine rates an “F” or “G”.

Marking Philosophy Considerations (cont)

- RS must accurately evaluate each Marine in context of time and circumstance to provide the CMC a clear picture of MRO's performance.
- RS must not inflate performance.
- RS must understand "D" thru "G" not to find fault, nor to puff-up competency, but objectively evaluate Marines on their own merits.

Performance Anchored Rating Scales (PARS)


A-PES
Automated Performance Evaluation System
Build 2.1.10 1/12/05 1:00 PM
Main
FITREP
MROW
Options
Help
Contact
Privacy
Logout
Welcome, 2NDLT DEV RS
Thursday, January 13, 2005
USMC Fitness Report (FITREP): ID# 11691
Create
In-Progress
Completed
My Personal
Batch Process
Trusted Assistant
Close
Save
Save As
Preview
Spelling
Delete
Print
Addendum
Addendum
Comments
Changes
MROW Info
Return
Route
Printed Page: 1 2 3 4 5 Sections: A B C D E F G H I J K L
Previous
Next
Marine Reported On
Occasion and Period Covered
LAST NAME: DEV MRO TWO
FIRST NAME: JOSH
MI: J
SSN: 979797979
OCC: CH
FROM: 20050101
TO: 20050228
D. MISSION ACCOMPLISHMENT
1. PERFORMANCE:
Results achieved during the reporting period. How well those duties inherent to a Marine's billet, plus all additional duties, formally and informally assigned, were carried out. Reflects a Marine's aptitude, competence, and commitment to the unit's success above personal reward. Indicators are time and resource management, task prioritization, and tenacity to achieve positive ends consistently.
ADV
Meets requirements of billet and additional duties. Aptitude, commitment, and competence meet expectations. Results maintain status quo.
Consistently produces quality results while measurably improving unit performance. Habitually makes effective use of time and resources; improves billet procedures and products. Positive impact extends beyond billet expectations.
Results far surpass expectations. Recognizes and exploits new resources; creates opportunities. Emulated; sought after as an expert with influence beyond unit. Impact significant; innovative approaches to problems produce significant gains in quality and efficiency.
N/O
A
B
C
D
E
F
G
H
2. PROFICIENCY:
Demonstrates technical knowledge and practical skill in the execution of the Marine's overall duties. Combines training, education and experience. Translates skills into actions which contribute to accomplishing tasks and missions. Imparts knowledge to others. Grade dependent.
ADV
Competent. Possesses the requisite range of skills and knowledge commensurate with grade and experience.
Demonstrates mastery of all required skills. Expertise, education and experience consistently enhance mission accomplishment. Innovative troubleshooter and problem solver. Effectively imparts skills
True expert in field. Knowledge and skills impact far beyond those of peers. Translates broad-based education and experience into forward thinking, innovative actions. Makes immeasurable impact on mission
N/O

Adverse Markings

- Attribute marking of “A” must clearly describe nature and condition of the observed poor performance.
- *Do not use the report as a counseling tool to address poor performance.*
- Do not report minor flaws or mistakes unless they are significant enough to effect MRO’s initiative and leadership potential or hinder mission accomplishment.
- *Do not comment on minor limitations, shortcomings, and occasional lapses, or weaknesses in an overall positive performance.*

Adverse Comments

- *"Sometimes he is absolutely brilliant in the things he did, and at an equal number of times he was terribly disappointing."*
- *"Although MRO puts forth efforts, he is well behind his peer group."*
- *"…has ability to become a good NCO if he applies himself and utilizes initiative."*
- *"…needs to learn to delegate, rather than trying to do everything himself."*
- *"Working on honing skills required of a staff officer-especially commander's intent."*
- *"…has reached his culminating point as a Marine Corps Officer."*

Distinguished Marks

- “F” and “G” mean exceptional sustained performance throughout reporting period.
- Support superior markings with concrete examples.
  - ***Do not restate the attribute!!!!***
- Require justifications that withstand three tests:
  - ✓Verifiable
  - ✓Substantive
  - ✓Quantifiable (Where Possible)

Distinguished Marks (cont)

- Rarely should isolated incidents merit a marking in either block.
- “G” marking should reflect a truly extraordinary level or performance observed.

Examples of Unacceptable Justifications

PERFORMANCE: "F" MARKED
Superb performance during this period that exceeded expectations. Best Marine I have observed in my 22 years in the Corps. Can be counted on to accomplish any mission with minimal supervision. MRO's efforts during this period was outstanding and led to success levels never seen by the FDC in this command. Peerless. Promote.

INITIATIVE: "F" MARKED
Distinctly observed by myself as the one disbursing chief in this command that is not afraid to make a decision without asking questions on the proper course of action. He is confident in his abilities and can back it up with action. Solves critical issues before they become serious problems.

Examples of Acceptable Justifications

PERFORMANCE : "F" MARKING
Implemented procedural changes within the FDC that resulted in an increase in timeliness and safety of computations. Instituted a policy that required gun sections to read back the announced firing charge. As a result, the Battery had zero firing incidents. Developed a method of transmitting firing timeliness to gun sections via gun display units that increased speed of the battery's fire support and prevented transposition of digits that occur during transmission of voice fire commands.

INITIATIVE: "F" MARKING
Pensacola, NAS caused unexpected travel settlements to post to T&E acct. Contacted HQMC/Pensacola and adjusted T&E procedure for aviation students to allow schoolhouse to request appropriation data directly from T&E, where others are required to make requests through HQMC. Efforts led to 100% reduction in unexpected travel orders originating at Pensacola. Solution will remain in place until HQMC adjusts travel regulations associated with Marines in initial accession training pipeline.

RS Profile

Reporting Senior
Fitness Report List

CWO3 JOHNNY B. GOODE

Reporting Senior SSN: 000000000

As of: 20030602

MRO SSN (Last Four)	Last Name	From Date	To Date	Occ	FitRep Avg
MSGT					
1234	Smith	01 Dec 01	08 Jun 02	AN	4.85
2235	Jones	01 Oct 01	30 Nov 01	TR	4.36
3456	Thomas	01 Dec 00	17 Sep 01	TR	2.92
4432	Brown	01 Sep 99	30 Nov 00	GC	2.54
GYSGT					
9876	Green	22 Jan 01	20 Jun 01	AN	5.79
8765	Black	01 May 02	31 Aug 02	CH	5.07
7676	White	01 Jul 01	01 Oct 01	GC	4.85
7676	White	03 Jul 00	30 Jun 01	AN	4.07

RO Profile

Reviewing Officer
Fitness Report List

COL JOHNNY B. GOODE

Reporting Senior SSN: 000000000

As of: 20040602

MRO SSN (Last Four)	Last Name	From Date	To Date	Occ	RO Assessment Mark
MAJ					
1234	Smith	01 Dec 01	08 Jun 02	AN	6
2235	Jones	01 Oct 01	30 Nov 01	TR	5
3456	Thomas	01 Dec 00	17 Sep 01	TR	5
4432	Brown	01 Sep 99	30 Nov 00	GC	4
CAPT					
9876	Green	22 Jan 01	20 Jun 01	AN	7
8765	Black	01 May 02	31 Aug 02	CH	5
7676	White	01 Jul 01	01 Oct 01	GC	4
7676	White	03 Jul 00	30 Jun 01	AN	4

MASTER BRIEF SHEET

CREATED: 26 APR 2005

******* ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *******

NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB
MARINE, JOHN S.	123456789	O4	MAJ	12345678	19990501	5yr. 11mo.	US Central Command	J-3 Future Ops Officer	20030717

KEY DATE SUMMARY

DEAF	19890702
TIS	15yr. 11mo.
PEBD	19890520
AFADBD	19890520
OSCD	19950115
ACC COMM	19890520
DOR COMM	19890531
DOR LDO	
DSG PILOT	
DCADB	19890520
EAS	

AWARDS

MM	1		
NC	2		
NA	1		

MILITARY OCCUPATIONAL SPECIALTIES

PMOS	0302	Infantry Officer	AMOS4		
AMOS1	0602	Communications Officer	ACQ		
AMOS2			JOINT		
AMOS3			BMOS	9910	Unrestricted Officer

TRAINING SUMMARY

RIFLE	E/340	19980915	1994
PISTOL	M/340	19980915	1990
PFT	A/289	20030922	
MCMAP	TAN	20030815	

LANGUAGES

French	
Spanish	

EDUCATION SUMMARY

CIVILIAN		MILITARY		PME	
1990	BA, Biology	1993	Winter Mountain Leader	2002	Command & Staff Non-Res
1986	Associates Deg	1993	Summer Mountain Leader	1997	AWS Ph II
1982	HS	1987	Airborne	1995	AWS Ph I
		1990	Assault Climbers	1994	Warfighting Skills Prog
		1990	Infantry Officer (TBS)		
		1989	Basic School		

******* PERFORMANCE EVALUATION SUMMARY *******

ADMINISTRATIVE SUMMARY					REPORTING SENIOR MARKINGS														REVIEWING OFFICER MARKINGS							
Grade	OCC	From	Months	Billet Description	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eva	Reviewing Offic	RO marks - same grade at processin						
BMOS	Type	To	Com / Adv	Command	Promote	Reports	RPT Avg	RS Avg	Rs High	RPT at High	RV at Proc	Cum RV								Obser	Concur	RO marks - same grade cumulative					
Capt	GC	1998080	9	Company Commander	LtCol Amaknife	C	C	B	B	C	C	B	C	C	B	B	B	C	H	Col Curly	0/1	0/2	1/3	3/4	2/5	1/6	0/7
0302	N	1999050	X	1st Battalion 2d Marines	Yes	14 of 17	2.53	2.25	2.82	1	94.60	96.00								Suff	Yes	0/1	0/2	9/3	12/4	23/5	11/6	3/7
Maj	AN	1999050	3	Operations Officer	LtCol Butcher	C	C	C	H	C	C	H	C	H	B	H	C	C	H	Col Curly	0/1	0/2	1/3	2/4	2/5	2/6	0/7
0302	N	1999080	X	1st Battalion 2d Marines	Yes	8 of 8	2.88	2.93	3.50	1	89.76	89.76								Suff	Yes	0/1	1/2	2/3	7/4	7/5	5/6	0/7
Maj	CH	1999080	6	Operations Officer	LtCol Inflated	D	F	E	C	E	E	D	D	D	D	D	E	E	H	Col Moe	0/1	0/2	1/3	3/4	2/5	1/6	0/7
0302	N	2000011		1st Battalion 2d Marines	Yes	11 of 16	4.46	5.95	6.38	2	83.70	81.89								Suff	No	1/1	1/2	2/3	4/4	17/5	12/6	7/7
Maj	TR	2000012	3	BN Executive Officer	LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	Col Moe	0/1	1/2	1/3	3/4	2/5	1/6	0/7
0302	N	2000041		1st Battalion 2d Marines	Yes	1 of 1	2.30	2.30	2.30	1	N/A	N/A								Suff	Yes	1/1	1/2	2/3	4/4	17/5	12/6	7/7
Maj	CH	2000041	12	Commanding Officer	Col Amaker	F	F	F	F	E	F	E	E	E	E	D	D	E	E	BGen Joe	1/1	0/2	3/3	3/4	18/5	20/6	12/7
9910	N	2001050	X	MCRS Pittsburg	Yes	21 of 21	5.29	5.12	5.57	1	93.68	93.68								Suff	Yes	2/1	0/2	5/3	7/4	24/5	26/6	16/7
Maj	CH	2001050	14	Commanding Officer	Col Tellall	F	E	E	E	E	F	E	E	E	E	E	E	E	E	BGen Mooney	0/1	1/2	0/3	7/4	38/5	17/6	4/7
9910	N	2002070		MCRS Pittsburg	Yes	5 of 8	5.14	5.33	5.86	1	83.87	86.44								Suff	No	0/1	1/2	0/3	9/4	46/5	19/6	5/7
Maj	TR	2002070	12	Commanding Officer	Col Gofigure	C	D	D	D	D	C	D	D	C	D	D	D	D	D	BGen Panzer							
9910	N	2003063	X	MCRS Pittsburg	Yes	7 of 12	3.79	4.42	5.00	1	83.67	80.00								Insuf							

Administrative Summary

ADMINISTRATIVE SUMMARY					
Grade	**OCC**	**From**	**Months**		**Billet Description**
BMOS	**Type**	**To**	**Co**	**Ad**	**Command**
Capt	GC	19980801	9		Company Commander
0302	N	19990503	X		1st Battalion 2d Marines
Maj	AN	19990504	3		Operations Officer
0302	N	19990801		X	1st Battalion 2d Marines
Maj	CH	19990801	6		Operations Officer
0302	N	20000119			1st Battalion 2d Marines
Maj	TR	20000120	3		BN Executive Officer
0302	N	20000414			1st Battalion 2d Marines

Administrative Summary (cont)

ADMINISTRATIVE SUMMARY					
Grade	**OCC**	**From**	**Months**		**Billet Description**
BMOS	**Type**	**To**	**Co**	**Ad**	**Command**
Capt	GC	19980801	9		Company Commander
0302	N	19990503	X		1st Battalion 2d Marines
Maj	AN	19990504	3		Operations Officer
0302	N	19990801		X	1st Battalion 2d Marines
Maj	CH	19990801	6		Operations Officer
0302	N	20000119			1st Battalion 2d Marines
Maj	TR	20000120	3		BN Executive Officer
0302	N	20000414			1st Battalion 2d Marines

Reporting Senior Markings

REPORTING SENIOR MARKINGS															
Reporting Senior	**Per**	**Pro**	**Cou**	**Eff**	**Ini**	**Lea**	**Dev**	**Set**	**Ens**	**Co**	**PME**	**Dec**	**Jud**	**Eval**	
Promote	**Reports**	**RPT Avg**		**RS Avg**		**RS High**		**RPT at High**			**RV at Proc**		**Cum RV**		
LtCol Amaknife	C	C	B	B	C	C	B	C	C	B	B	B	C	H	
Yes	14 of 17	2.53		2.25		2.82		1			94.60		96.00		
LtCol Butcher	C	C	C	H	C	C	H	C	H	B	H	C	C	H	
Yes	8 of 8	2.88		2.93		3.50		1			89.76		89.76		
LtCol Inflated	D	F	E	C	E	E	D	D	D	D	D	E	E	H	
Yes	11 of 16	4.46		5.95		6.38		2			83.70		81.89		
LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	
Yes	1 of 1	2.30		2.30		2.30		1			NA		NA		

Reporting Senior Markings (cont)

REPORTING SENIOR MARKINGS															
Reporting Senior	**Per**	**Pro**	**Cou**	**Eff**	**Ini**	**Lea**	**Dev**	**Set**	**Ens**	**Co**	**PME**	**Dec**	**Jud**	**Eval**	
Promote	**Reports**	**RPT Avg**		**RS Avg**		**RS High**		**RPT at High**			**RV at Proc**		**Cum RV**		
LtCol Amaknife	C	C	B	B	C	C	B	C	C	B	B	B	C	H	
Yes	14 of 17	2.53		2.25		2.82		1			94.60		96.00		
LtCol Butcher	C	C	C	H	C	C	H	C	H	B	H	C	C	H	
Yes	8 of 8	2.88		2.93		3.50		1			89.76		89.76		
LtCol Inflated	D	F	E	C	E	E	D	D	D	D	D	E	E	H	
Yes	11 of 16	4.46		5.95		6.38		2			83.70		81.89		
LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	
Yes	1 of 1	2.30		2.30		2.30		1			NA		NA		

Reporting Senior Markings (cont)

REPORTING SENIOR MARKINGS															
Reporting Senior	**Per**	**Pro**	**Cou**	**Eff**	**Ini**	**Lea**	**Dev**	**Set**	**Ens**	**Co**	**PME**	**Dec**	**Jud**	**Eval**	
Promote	**Reports**	**RPT Avg**		**RS Avg**		**RS High**		**RPT at High**			**RV at Proc**		**Cum RV**		
LtCol Amaknife	C	C	B	B	C	C	B	C	C	B	B	B	C	H	
Yes	14 of 17	2.53		2.25		2.82		1			94.60		96.00		
LtCol Butcher	C	C	C	H	C	C	H	C	H	B	H	C	C	H	
Yes	8 of 8	2.88		2.93		3.50		1			89.76		89.76		
LtCol Inflated	D	F	E	C	E	E	D	D	D	D	D	E	E	H	
Yes	11 of 16	4.46		5.95		6.38		2			83.70		81.89		
LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	
Yes	1 of 1	2.30		2.30		2.30		1			NA		NA		

Reporting Senior Markings (cont)

REPORTING SENIOR MARKINGS															
Reporting Senior	**Per**	**Pro**	**Cou**	**Eff**	**Ini**	**Lea**	**Dev**	**Set**	**Ens**	**Co**	**PME**	**Dec**	**Jud**	**Eval**	
Promote	**Reports**	**RPT Avg**		**RS Avg**		**RS High**		**RPT at High**			**RV at Proc**		**Cum RV**		
LtCol Amaknife	C	C	B	B	C	C	B	C	C	B	B	B	C	H	
Yes	14 of 17	2.53		2.25		2.82		1			94.60		96.00		
LtCol Butcher	C	C	C	H	C	C	H	C	H	B	H	C	C	H	
Yes	8 of 8	2.88		2.93		3.50		1			89.76		89.76		
LtCol Inflated	D	F	E	C	E	E	D	D	D	D	D	E	E	H	
Yes	11 of 16	4.46		5.95		6.38		2			83.70		81.89		
LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	
Yes	1 of 1	2.30		2.30		2.30		1			NA		NA		

Reviewing Officer Markings

REVIEWING OFFICER MARKINGS									
Reviewing Officer		**RO marks - same grade at processing**							
Obser	**Concur**	**RO marks - same grade cumulative**							
Col Curly		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
Suff	Yes	0/1	0/2	9/3	12/4	23/5	11/6	3/7	0/8
Col Curly		0/1	0/2	1/3	4/4	9/5	2/6	0/7	0/8
Suff	Yes	0/1	1/2	9/3	17/4	27/5	11/6	3/7	0/8
Col Moe		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
Suff	No	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8
Col Moe		0/1	1/2	1/3	3/4	2/5	1/6	0/7	0/8
Suff	Yes	1/1	1/2	2/3	4/4	17/5	12/6	7/7	1/8

SECTION K: Reviewing Officers Comparative Assessment

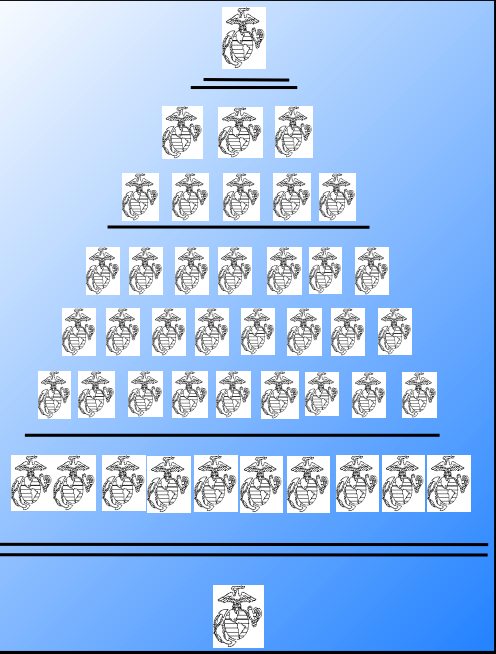
K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: [X] Sufficient [ ] Insufficient

2. EVALUATION: [ ] X Concur [ ] Do Not Concur

3. **COMPARATIVE ASSESSMENT:** Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.

DESCRIPTION		COMPARATIVE ASSESSMENT
THE EMINENTLY QUALIFIED MARINE	[ ]	0
ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	[ ]	1
	[X]	6
ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	[ ]	2
	[ ]	0
	[ ]	0
A QUALIFIED MARINE	[ ]	0
UNSATISFACTORY	[ ]	0



***NUMBERS ELECTRONICALLY OVERLAID AT TIME OF PROCESSING**

***INFORMATION EFFECTIVE AT TIME PROCESSING AND WILL NOT CHANGE**

***INFORMATION WILL SHOW UP ON OMPF AND DIGITAL BOARDROOM COPIES OF FITREP**

NUMBERS INDICATE TOTAL ASSESSMENTS AND HOW MANY TIMES RO HAS MARKED MARINES OF SAME GRADE ON THAT PORTION OF COMPARATIVE ASSESSMENT TREE

HQMC Points of Contact

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Questions??????

DEPARTMENT OF THE NAVY
UNITED STATES MARINE CORPS
SEMPER FIDELIS